Illinois Institute of Technology

Residence and Greek Life Handbook

2015-2016

web.iit.edu/rgl/handbook

Mission & Vision of Residence and Greek Life at Illinois Tech:

Mission

Residence and Greek Life promotes inclusive communities that foster the educational and social development of students in safe and well-maintained environments.

Vision

Based on a culture of innovation, excellence and customer care,
Residence and Greek Life will be recognized as a resource and leader
in living communities and holistic development
by students, campus partners, and other academic institutions.

Office of Residence and Greek Life Contact Information:

Mailing Address:	Phone:	(312) 567-5075
	Fax:	(312) 567-5926
Residence and Greek Life		
3241 S. Wabash Ave.	Email:	housing@iit.edu
Chicago, IL 60616	Website:	housing.iit.edu

Residence Hall Community Desks:

McCormick Student Village:	(312) 808-6500
State Street Village North:	(312) 808-7485
State Street Village Middle:	(312) 808-7486
State Street Village South:	(312) 808-7487
Gunsaulus Hall:	(312) 808-7492
Carman Hall:	(312) 808-6321

IIT Public Safety:

Emergency:	(312) 808-6363
Non-Emergency:	(312) 808-6300

Student Health and Wellness Center:

Health and Counseling Services:	(312) 567-7550

The contents and policies of this handbook are subject to modification throughout the academic year. In the event of changes, the most recent version of the Residence and Greek Life Handbook will be available in PDF format at ***web.iit.edu/rgl/handbook***

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ILLINOIS TECH
RESIDENCE AND GREEK LIFE

WELCOME TO CAMPUS

Welcome to Illinois Tech!

We are so excited to have you living with us on campus. Residence and Greek Life is excited to offer many great programs, resources and living communities that will enhance your campus experience, personal development, and academic success while on campus!

This handbook is designed to help you better understand the policies and procedures necessary to ensure the safety, security, and wellbeing of all our residents. Please note that these policies apply to guests that you invite into the halls and that you are responsible for their actions. Should you have any questions or concerns about policies, please ask your Resident Advisor (RA), Residence Hall Director (RHD) or any staff in the Residence and Greek Life (RGL) Office.

Residence and Greek Life enriches life for campus residents and Greek students by providing support services and leadership opportunities that foster community development, academic success and personal growth. Some services that are provided include community building opportunities, roommate mediations, incident follow ups, accountability, maintaining and improving physical residence hall structures, enforcing IIT, Chicago and Illinois policies and procedures, leadership/employment opportunities, policy and program implementation with the Residence Hall Association (RHA) and student support.

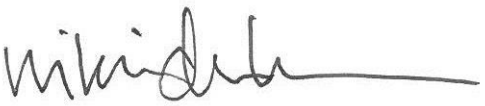
Residence and Greek Life works with students to balance individual freedoms with the needs of the larger community. It is important that students enter the residence halls with a willingness to communicate, be open to community needs, and learn from each other. Illinois Tech and RGL offer many opportunities to grow in cultural competence and to appreciate diverse backgrounds and experiences of individuals from all over the country and the world. RGL empowers students to communicate with their roommates, floor-mates, fellow community members, and RGL staff to solve problems and find solutions. We are very excited to be part of such a developmental experience and want you to get the most out of living at Illinois Tech.

Residence and Greek Life staff is here to assist you in taking full advantage of all the resources the Illinois Institute of Technology offers. Whether you are a first year student or pursuing a graduate degree, we are confident we offer an environment that will enhance your overall experience.

We hope that you will enjoy your time in the halls and encourage you to stop by the RGL office to get to know our staff. We all work here because we enjoy our interactions with students and want to make your college experience all that it can be!

Sincerely,

Betsi Pinkus-Huizenga
Associate Vice Provost for Residence and Greek Life



Nikki Dunham
Director for Residence Life

Residence and Greek Life Staff

Residence and Greek Life employs professional and student staff committed to student success.

Professional Staff

Associate Vice-Provost for Residence and Greek Life	|	Betsi Pinkus-Huizenga epinkush@iit.edu
Director for Community Standards and Summer Programs	|	POSITION VACANT housing@iit.edu
Director for Residence Life	|	Nikki Dunham noverway@iit.edu
Associate Director for Occupancy and Technology	|	Kerby Mickelson kmickels@iit.edu
Operations Manager	|	Joshua Marjenka jmarjenk@iit.edu
Administrative Associate	|	Laura Zamudio lzamudio@iit.edu
Customer Service Specialist	|	Sam Young-Montilla syoungmo@iit.edu
Greek Life Coordinator	|	Koryna Bucholz kbucholz@iit.edu
RHD for Carman and Gunsaulus	|	Kathryn Murray kmurray2@iit.edu
RHD for McCormick Student Village – East | Fowler | North	|	Zach Sanderson zsander3@iit.edu
RHD for McCormick Student Village – Lewis | Grad | South	|	James Thomas jthoma39@iit.edu
RHD for State Street Village	|	Keith Wise kwise1@iit.edu
Graduate Assistant for Community Desk Leadership	|	Dana Gramuglia housing@iit.edu
Graduate Assistant for Student Conduct	|	Allison Davis housing@iit.edu

For more information about the professional staff, please visit: ***web.iit.edu/housing/about***

Paraprofessional Student Staff

Community Desk Manager (CDM): a student staff member who manages and leads one of the Community Desk Assistant teams. CDM primary functions include effective staff supervision, support, development, and completion of administrative tasks.

Community Desk Assistant (CDA): a student staff member who welcomes residents and guests to the residence halls, while also supporting the safety and security of the complex.

Senior Resident Advisor (SRA): a student staff member who is trained to provide leadership and mentoring support that assists new and returning Resident Advisors to achieve personal, social, and academic goals, as well as help the RAs to develop skills essential to being a productive Resident Advisor. The SRA staff lives in the community where they are assigned to work.

Resident Advisor (RA): a student staff member who is trained to help you acclimate to community life and to assist you with your needs. They facilitate floor meetings and other floor programs to help your community unite and experience a fulfilling year. The RA staff lives in the community where they are assigned to work.

Operations Assistant (OA): a student staff member who provides support to the operational functions of Residence and Greek Life. The position is responsible for assisting with project management, relocating or disposing of items, organizing Residence and Greek Life storage spaces, assisting with the building and room inspection processes, and developing and maintaining files and databases.

Conference Housing Assistant (CHA): a student staff member who assists with summer conferences, working closely with our Summer Conference Interns to ensure that conference guests have an enjoyable experience and contribute positively to the IIT community.

Office Student Staff: a student staff member who works in the Office of Residence and Greek Life and assists with the completion of a variety of tasks in support of the RGL mission.

Student Life Leader Selection

Every year, Residence and Greek Life collaborates with the Office of Campus Life (OCL) to hire over 200 student employees. The positions for which we hire are those listed above as well as: Orientation Leader and Peer Mentor in OCL. For more information on the Student Life Leader Selection, please refer to Important Dates on page 87, be on the lookout for posters and advertisements, or ask a current Student Life Leader or Residence and Greek Life staff!

You can also learn more about selection online: ***hawklink.iit.edu/organization/SLL***

Introduction to Residence Hall Living

Residence and Greek Life at IIT offers on-campus housing for undergraduate and graduate students in McCormick Student Village (MSV), State Street Village (SSV), Gunsaulus Hall (GU), Carman Hall (CH), and the ASA and KPD sorority houses. Living on campus is convenient and offers residents an excellent opportunity to interact with other residents from various backgrounds and cultures. Enhanced personal growth and the formation of lifelong friendships make on campus living a truly rewarding experience.

Residence and Greek Life Handbook

The Residence and Greek Life Handbook provides resident guidelines and expectations in tandem with the Room and Board Contract. A copy of the Room and Board Contract is available online at: ***web.iit.edu/housing/resources/residence-agreement***. All material contained in the Room and Board Contract is integral and binding. Each resident is responsible for becoming familiar with all provisions of the Room and Board Contract. Residents must also comply with the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies as set forth in the Room and Board Contract, the Residence and Greek Life Handbook, the Code of Academic Honesty, and IIT Student Handbook: ***iit.edu/student_affairs/handbook***

The information, policies, rules, and regulations contained or referenced within the Residence and Greek Life Handbook apply to all residents, visitors, and guests within and around Residence and Greek Life facilities, regardless of academic college, program, or affiliation.

The Residence and Greek Life Handbook is not a contract, and the Office of Residence and Greek Life reserves the right to amend, modify, change, or revoke any statement contained therein. Any policies, practices, procedures, rules or regulations listed in IIT publications are subject to periodic review and modification. Effort will be made to provide appropriate supplements and announcements indicating major alterations in current policies, practices, procedures, and regulations. Residents will be held to the latest policy.

The Residence and Greek Life Handbook is organized into 5 sections: Welcome & Introduction, Services & Amenities, Safety & Security, Rules & Regulations, and Campus & Community Information. When viewed online, the handbook can be navigated by clicking both internal and external hyperlinks throughout. Important information is often emphasized with color.

Residence and Greek Life

Residence and Greek Life operates student, conference, and guest housing. Residence and Greek Life staff collaborates with students to develop community, provide educational opportunities, and maintain the residence halls. In addition to the residence halls, Residence and Greek Life coordinates operational, facilities, and custodial efforts with two university-affiliated sorority houses and two fraternity/sorority chapter rooms housed within MSV. Although Residence and Greek Life does not directly manage the fraternities, our staff collaborates with the self-managed IIT Fraternity houses to coordinate facilities projects and ensure compliance with IIT policies, fraternity bylaws, and national charters.

Residence Hall Association

The Residence Hall Association (RHA) is a student organization that promotes residents' interests and fosters a sense of community within McCormick Student Village (MSV), State Street Village (SSV), Gunsaulus Hall (GU), and Carman Hall (CH). All students who live in MSV, SSV, GU, and CH are automatically members of RHA. Everyone is encouraged to participate as a floor representative or active member by attending general body meetings, planning social and educational events, and participating in local, regional, and national conferences.

In the past years, RHA has planned popular events like the Casino Night Boat Cruise, Floor of Horrors, and Ice Cream socials. RHA also provides a voice for students living in the residence halls to constructively give feedback about relevant concerns such as housing improvements, policy changes, and dining options. RHA also coordinates a video lending library for the use of campus residents. RHA members work closely with Residence and Greek Life as well as Resident Advisors and Dining Services to make on-campus living a great experience for everyone.

For more information about the Residence Hall Association, please visit: ***rha.iit.edu***

Greek Council

The IIT Greek Council is the governing body over all IIT fraternities and sororities. Greek Council consists of two representatives from each chapter, an executive board and several committee chairs. The Council meets on a bi-weekly basis. The Greek Council is an organization dedicated to creating an environment that fosters personal, social, and academic growth. It accomplishes this goal through governance of the Greek chapters via senate and by creating events and programs that encourage social development. The Greek Council office is located in the McCormick Student Village.

For more information about Greek Council, visit: ***hawklink.iit.edu/organization/greekcouncil***

Residential Communities

Residence and Greek Life provides a variety of community options for residents, including:

McCormick Student Village (MSV)

MSV is comprised of six interconnected residence halls that provide an opportunity to connect and interact with a variety of people on a daily basis. The typical MSV residence hall room is a traditional double room (two students per room) approximately 11 feet by 16 feet with a community bathroom. MSV has a variety of common spaces (large and small) for residents to study, socialize, recreate, and relax.

State Street Village (SSV)

SSV is the newest residence hall at IIT. SSV consists of three five-story buildings facing State Street and backing up to the Chicago Transit Authority's Green Line elevated train. The buildings include two suite style buildings (two students per room with two rooms sharing a bathroom) and one apartment-style building (one student per bedroom with shared living space). SSV offers lots of unique spaces for residents to hang out, interact, and enjoy views of the Chicago skyline.

Gunsaulus Hall (GU)

Gunsaulus Hall is a community for both graduate and undergraduate students. The building features studio, 1-bedroom, and 2-bedroom units with kitchens, and is fully furnished. The Gunsaulus Hall community provides residents of varying ages and class levels to interact.

Carman Hall (CH)

Carman Hall is a residential community for graduate students, undergraduate students over the age of 23, and students with partners and/or children. The building features studio and 1-bedroom + den units with kitchens, and is fully furnished. The Carman Hall community provides residents of varying class levels and life stages to interact.

Greek Quad

Any student who is a member of a fraternity or sorority may move into their respective organization's chapter home after their first semester of membership. The quad has two sorority homes, which the Illinois Institute of Technology owns and operates. The 5 fraternity homes are operated by their individual chapters and housing corps.

HawkLink

HawkLink is an online community for IIT students and Student Organizations where students can interact, share, and discover student organizations and events that might interest them. Each residence hall and floor community has a unique HawkLink community page.

Sign-up for HawkLink at: ***hawklink.iit.edu***

Academic Success

As a member of the IIT community, residents are first and foremost a student. By living on campus, residents are close to resources for success in the classroom. If you find yourself struggling academically, we encourage you to contact your professor(s) or academic advisor for assistance. Additionally, your Resident Advisor (RA) and Residence Hall Director (RHD) can help you create a plan to get back on track and achieve your academic goals.

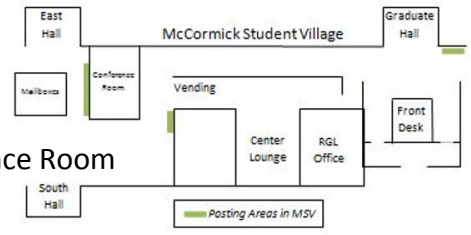
- RHDs and RAs utilize the IIT Early Warning Portal (EWP) and may contact a resident if that resident appears in the EWP for academic and/or other concerns.

Advertising and Events

Resident Advisors and Residence and Greek Life provide a variety of social and educational events for on campus residents to enjoy. Many student organizations host events throughout campus. Student Organizations who wish to host an event within any residence hall, must seek approval from the Residence Hall Director of that hall. All non-Residence and Greek Life advertisements, in the residence halls must adhere to the criteria outlined in the C1 | Canvassing, Peddling, or Solicitation policy on page 55. (RA and RHA advertisements must adhere to some, but not all of these criteria.) Additionally, postings/advertisements placed by Student Organizations and other outside entities may only be posted in the following areas:

Standard Distribution for all Residence Halls (8 Flyers/Postings)

McCormick Student Village (3 Flyers/Postings)



- Wall across from exit in lobby
- Mailbox Area Bulletin Board
- Bulletin Board across from Fishbowl Conference Room

State Street Village (3 Flyers/Postings)

- Lobby Concrete Wall by Media Board (all SSV buildings)

Gunsaulus Hall (1 Flyer/Posting)

- Lobby Bulletin Board near elevators

Carman Hall (1 Flyer/Posting)

- Lobby Bulletin Board near elevators

Residence and Greek Life must approve any/all flyers larger than 11x17 inches prior to posting. For more information regarding posting policies, please refer to C1 | Canvassing, Peddling, or Solicitation on page 55. For a complete printed outline of the posting policy, please contact the Office of Residence and Greek Life or the Office of Campus Life.

BILLS AND PAYMENTS

All room and board charges are posted to your Student Account. Bills will not be mailed to you. You must view your charges at: ***my.iit.edu*** Student Accounting handles and processes all payments.

Online payment is available through the myIIT portal. Payments can also be made by mail by the following methods:

- Personal Check
- Money Order
- Cashier's Check
- Demand Draft

Make all checks payable to ***Illinois Institute of Technology***

Mail payments to:

IIT Student Accounting
7539 Solution Center
Chicago, IL 60677-7005

Notice: Residence and Greek Life does not accept any payments for charges/fees in our office. All payments must be made directly to Student Accounting.

For more information regarding billing and payments, please visit: ***iit.edu/bursar***

Cable Guide

A cable connection is included in every residence hall room or apartment; residents must supply their own television and coaxial cable. In Carman Hall, the only active cable outlet is located above the entrance to each apartment. There are also televisions located in common areas of all residential facilities for your convenience.

Channel Listing

2	CBS – WBBM
2.1	CBS – WBBM DT*
4	MTVU
5	NBC – WMAQ
5.1	NBC – WMAQ DT*
5.2	NBC Chicago Nonstop*
5.3	Universal Sports*
7	ABC – WLS
7.1	ABC – WLS DT*
7.2	LiveWell Network HD*
7.3	LiveWell Network SD*
9	CW – WGN
9.1	CW – WGN DT*
9.2	Antenna TV*
11	PBS – WTTW
11.1	PBS – WTTW DT*
11.2	WTTW Prime*
11.3	Create*
11.4	V-me*
12	FOX – WFLD
13	UNI – WGBO
14	The U – WCIU
15	ION – WCPX
16	MNT – WPWR
17	CNN
18	Headline News
19	TV Guide
21	CL TV
22	TNT
22.1	TNT HD*
23	Cartoon Network
24	USA Networks
24.1	USA HD*
25	The Weather Channel
25.1	TBS HD*
26	TBS
26.1	IND – WCIU DT*
26.2	U Too*
26.3	MeTV*
26.4	MeToo*
26.5	ThisTV*
27	Discovery
27.1	Discovery HD*
28	TLC
29	ABC Family
30	AMC
31	Bravo
31.1	Bravo HD*
32	ESPNews
32.1	FOX – WFLD DT*
33	ESPN2
33.1	ESPN2 HD*
34	ESPN
34.1	ESPN HD*
35	E! Entertainment
36	TruTV
37	Syfy
37.1	Syfy HD*
38	MTV
38.1	ION – WCPX DT*
38.2	qubo*
38.3	IONLife*
39	Nickelodeon
40	VH1
41	Lifetime
42	MTV2
43	Comedy Central
44	ESPN Classic
45	CSPAN1
46	Big Ten Network
46.1	Big Ten HD*
47	A&E
48	History Channel
48.1	History HD*
49	BET
50.1	MNT – WPWR DT*
52	Fox Movie Channel
53	History International
54	LOGO
55	MSNBC
60.1	TFT – WXFT SD*
60.2	WXFT SD*
61	ESPNU
62	Animal Planet
63	Food Network
63.1	Food HD*
64	Fox News
65	FX
65.1	FX HD*
66	IFC
66.1	UNI – WGBO DT*
67	Military Channel
68	Nat Geo
68.1	Nat Geo HD*
69	Reelz Channel
70	Science Channel
70.1	Science HD*
71	Spike TV
72	TV Land
73	FOX Soccer Channel
74	FOX Soccer Plus
75	Planet Green
76	Speed Channel
76.1	Speed HD*
77	Travel Channel
77.1	Travel HD*
78	VH1 Classic
79	Versus

HBO Package (included)

80	HBO
82	HBO Family
83	HBO Latino
84	HBO Signature
85	HBO2

*Indicates HD

Cable Setup

Connecting Your Television:

1. Locate the cable TV outlet in your room.
    a. *In Carman Hall the active cable outlet is located above the apartment entrance.*
2. If cable outlet is missing/damaged, enter a Maintenance Request online.
    a. For more information, see Maintenance Requests on page 24.
3. Using a standard coaxial cable, connect your TV to the cable outlet in your room.
4. Set up or program your TV to work properly with the IIT Residence and Greek Life Cable.
    a. If given an option, the TV should be set up for an IRC cable system.

Troubleshooting Your Cable Connection:

Many connection problems can be resolved by reprogramming your television. Try the options listed below or consult the user manual for your television.

1. Make sure your TV is set to receive a signal from Cable TV/CATV (not Antenna/Air). This may be a physical switch, or on newer TVs through the on-screen menu.
2. If there are multiple settings for the type of cable, set your TV for an IRC cable system.
3. Once the settings are correct, you should have your TV 'auto-scan' channels. This will allow you to use the TV's channel up/down feature to skip over channels that are not in use on the IIT Residence and Greek Life system.
4. Different manufacturers and TV models have different ways to perform these tasks; consult the Owner's Manual for your television for specific instructions.
5. If your TV is not cable-ready, you may have to purchase a cable converter box. In this setup, leave your TV set to channel 3 and use the converter box to select cable channels.

If you still have trouble connecting to the cable system, please submit a Maintenance Request. (For more information, see Maintenance Requests on page 24)

Please note that cable service is provided through an outside contractor, so responses to cable concerns may be slightly delayed.

Cleaning

Residents are responsible for cleaning their room, apartment, and/or suite. Common areas including hallways, lounges, and community bathrooms in MSV are cleaned daily by custodial staff. Toilet paper is only provided in MSV and other public bathrooms. Residents in SSV, Carman, and Gunsaulus should coordinate with their roommates/suitemates to purchase toilet paper/cleaning supplies and create a schedule to determine who is responsible for cleaning. If a room, suite, or apartment is found to be unsanitary or excessively dirty. The room may require cleaning by custodial staff; the cost of cleaning will be assessed equally to the residents of the room, suite, or apartment. (For more information, see Fee Assessment on page 19)

Community Art

A floor community may, by majority vote of ¾ of assigned residents (Including the Resident Advisor), choose to paint a floor mural or design on a designated wall. (See C3 | Community Standards on page 56)

The following apply:

a. The design, paint colors, and location must be approved, in writing, by the Director for Residence Life and/or the Operations Manager, prior to the beginning of the project.
b. The mural project must be completed within the timeframe specified.
c. Residents of the floor will be responsible for setup, cleanup, and any related damages.
d. Residents must provide all painting supplies (the cost may come from RA floor budget).
e. Residents will be responsible for the cost of repair, replacement, or restoration of any building surface, fixture, or furniture damaged as a result of a Community Art project.

Use of chalk, or chalklike materials, on residence hall walls or doors is not considered Community Art and is prohibited. Community Art is not permitted in SSV, and is only available in select locations of MSV, CH, and GU. Community Art projects completed without written permission will be removed at the expense of the resident(s) found responsible or the floor community. (See D1 | Damages and Charges on page 58)

Community Bathrooms

Residential floors in McCormick Student Village have community bathrooms, which are shared by all residents of that floor. A resident, guest, visitor, and/or staff member must use only those bathrooms designated for use by individuals of the gender with which they identify. A guest restroom for women is located outside of South Hall in the McCormick Lounge. A guest restroom for men and women is located outside of Lewis Hall in the Cohen Lounge. Community Bathrooms are cleaned daily by housekeeping staff, bathrooms requiring excessive cleaning and/or repair may result in fees being assessed to the responsible party/parties or to all members of the appropriate community. (See D1 | Damages and Charges on page 58)

Community Desks

For students' safety, security, and convenience, Community Desks are located in McCormick Student Village, Carman Hall, Gunsaulus Hall, and State Street Village North, Middle, and South. The Community Desks are staffed 24 hours/day 365 days/year by Community Desk Assistants (CDAs). CDAs verify that only residents and their approved guests/visitors enter the building, they also check out equipment and supplies to residents, and can often answer questions and provide directions on campus. Residents should comply with all reasonable requests made by a CDA or other RGL student staff member. Concerns should be reported to the Community Desk Manager (CDM) for the appropriate desk.

Community Kitchens

State Street Village Community Kitchens

Community Kitchens are available in SSV North and SSV Middle on floors 2, 3, and 4. Residents are responsible for maintaining general cleanliness in these spaces. Students are discouraged from storing food, cookware, and/or appliances in SSV Community Kitchens. Residence and Greek Life assumes no responsibility for items left in common areas. Housekeeping staff helps maintain these spaces but excessive cleaning may result in Common Area Damage charges being assessed to the floor where the kitchen is located unless it is determined which individual(s) are responsible. (See D1 | Damages and Charges on page 58)

Graduate Kitchen

Graduate students living in MSV Graduate Hall may apply to use the Community Kitchen located on the first floor of Graduate Hall. Those residents who qualify for and are approved to use this shared kitchen will be assessed a $15.00 fee each semester. Once approved, qualified students will receive a key to access the kitchen (A $5.00 key replacement fee will be assessed for any lost Graduate Kitchen Keys); approved residents will also be assigned a designated storage area in the kitchen to store utensils, pans, and non-perishable food items. *Please note that there is no refrigerated storage available in the Graduate Kitchen, students may not store perishable foods in the kitchen.* Graduate students who are approved to use the Graduate Kitchen may also change their Meal Plan to the Hawk 50 Plan, if they so choose.

Use of the Residence and Greek Life Community Kitchens is a privilege and any individual(s) and/or group(s) found to be violating the kitchen policies, may have this privilege revoked.

For more information on how to apply for access to the Graduate Kitchen, please visit: ***housing.iit.edu*** (Also see C6 | Cooking on page 57)

Computers and Internet

Computers

OTS offers the following suggestions to help select a computer to support your academic goals. We also recommend that you consult your major department to find out what programs you will need to use on your computer and their specific recommendations or requirements.

Example Hardware Configurations

OTS recommends the following specifications for new computers for the average student user using the computer for Internet access and word processing.

Component	PC	Mac
CPU	Intel 4th gen core i5-4200M (2.5GHz, 3M cache) or faster	Intel i5 2.5 GHz or faster
System RAM	4 GB or more	4 GB or more
Hard Drive	320 GB Hard Drive at 7200 RPMs or SSD/Hybrid	500 GB Hard Drive at 5400 RPMs or a SSD/Hybrid
Removable Storage	8X (DVD+/-RW) Drive	Apple USB SuperDrive
Monitor	1366x768 min. Resolution	1280x800 min. Resolution
Video Card	Intel, AMD, or NVIDIA Graphics 1 GB GDDR5 RAM	Intel Iris Graphics or better
Operating System	Windows 7/8/8.1 64-bit	Mac OS X.9x or latest version
Network Card	10/100/1000 Mbps Ethernet	10/100/1000 Mbps Ethernet
Wireless Network Card	802.11agn or 802.11ac	802.11n or 802.11ac

The hardware configurations listed above are only recommendations; students should also consider their budget and personal needs when purchasing a computer for college.

Highly Recommended Add-ons

- Anti-virus software installed and properly configured (OTS provides free McAfee Antivirus Software for PCs, which can be downloaded from the "OTS Downloads" channel located on the Training and Support tab in the myIIT portal.)
- Three-year warranty (extended coverage from Manufacturer, Retailer, or AppleCare) and/or theft and accidental damage insurance
- USB Flash Drive (16-32GB recommended)
- Integrated Webcam (Skype, Google+ Hangouts, etc)
- Backup Solution (Carbonite, CrashPlan, or External Hard Drive with 320+ GB)
- Recovery Media or Installation Media for all purchased software

Internet

All residents are provided with wireless Internet access throughout campus. Residents may also connect to wired internet in their MSV via the active Ethernet port. Residents must provide their own Internet enabled computers to access the Internet in their rooms. For residents' convenience computer labs and printing stations are located in some residence halls. (For more information, please see Computer and Printing Stations on page 14)

The Office of Technology Services (OTS) manages and maintains all Internet services on campus. OTS prohibits the use of external routers. (Please see C4 | Computers on page 56)

For more information about OTS policies and services, please visit: ***iit.edu/ots***

Before You Connect

OTS also highly recommends the following add-ons.

- Anti-virus software installed and properly configured (OTS provides free McAfee Antivirus Software for PCs, which can be downloaded from the "OTS Downloads" channel located on the Training and Support tab in the myIIT portal.)
- Three-year warranty (extended coverage from Manufacturer, Retailer, or AppleCare) and/or Theft and accidental damage insurance
- USB Flash drive (16-32 GB recommended, for use on campus computers)
- Integrated Webcam (Skype, Google+ Hangouts, etc.)
- Backup Solution (Carbonite, CrashPlan, or External Hard Drive with 320+ GB)

Computer and Printing Stations

For students' convenience, the Office of Technology Services maintains computer stations and/or printing stations in certain residence halls on campus. There is a computer station in the Center Lounge of McCormick Student Village with 2 printers and a copier. There is a printer station in the Gunsaulus first floor lounge, and in SSV Middle. Students may use TechCash to pay for printing on campus. The Office of Technology Services manages and maintains the computer and printing stations, as such, any issues or concerns regarding the technology in these spaces should be reported directly to OTS.

For more information on campus computer and printing stations, please visit: ***iit.edu/ots***

Dining and Meal Plans

Dining Options

Commons Cafeteria

The Commons features buffet style, all-you-care-to-eat dining. Meal Plans are accepted only at the Commons. Everyone is welcome to dine in the Commons and those not on a Meal Plan simply pay the door price to gain entry. We accept cash, credit, Bonus Points and TechCash.

UnCommon Days in the Commons

Dining Services has cooked up some uncommon offerings for you to enjoy throughout the semester. Keep an eye out for UnCommon Days advertised in the Commons and get ready for some delicious fun.

Center Court Café

Located in the center of the MTCC, Center Court is IIT's premier retail lunch, dinner, and late night dining venue. Stop by for a burrito, sandwich, hamburger, fries, pizza, and more. On weeknights from 7pm until closing, Center Court offers ready-made meals from the Pritzker club, which can be purchased using one meal point.

Pritzker Club

The Pritzker Club is open to students, faculty, staff, and the general public for lunch Monday through Friday. Use your Bonus Points to treat yourself and a friend to lunch. You deserve it! Carry out orders and reservations are accepted. Phone: **(312) 567-3716**

Global Grounds Café

Global Grounds is the central nervous system of campus! Global Grounds can help keep you energized all day and night with a coffee, espresso, or a fruit smoothie. Global Grounds proudly serves a variety of fair trade coffees and NRgize smoothies and primarily uses eco-friendly cups.

Talon's

Located on the main level of Hermann Hall, Talon's is a café and sandwich concept restaurant with daily specials and a selection of Krispie Kreme donuts. Talon's is open Monday-Friday for breakfast and lunch.

10West

Located in the IIT Tower Lobby at 10 W. 35th Street, 10west is open for Breakfast and Lunch Monday through Friday. Stop by for a coffee or espresso that rivals expensive coffee shops! Come back for a delicious prepared lunch entree or a quick Simply-to-Go lunch.

The Bog

Eat, bowl, shoot pool, play video games, or just sit and relax with your friends. The Bog is located in the lower level of Hermann Hall. Bonus Points can be used to purchase food items.

Dining Policies

One of IIT Dining's main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, Dining asks for your assistance with the following procedures:

- Please bus all items from your table when you have finished dining.
- Please do not take dishes, cups, or utensils from the Commons.
- You are allowed to take out one of the following: one piece of fruit or one dessert item.
- HawkCard and Meal Plans cannot be used by anyone but the card owner.

Special Diets and Dietary Restrictions

IIT Dining Services strives to meet the dietary needs of all students living on campus. There are, however, some instances in which a student may need to apply for a meal plan exemption based on the residents' dietary restrictions.

Residents who wish to apply for an exemption should contact Vickie Tolbert in the Dean of Students Office by email at: ***tolbert@iit.edu***

Dining Feedback

IIT Campus Dining welcomes continuing feedback in a variety of ways. Students are encouraged to voice their "Rants, Raves, and Craves." Below is a list of the ways in which students and staff can provide their feedback:

- Comments Whiteboard: Located next to the tray return in the Commons Cafeteria, this whiteboard allows students to quickly, easily, and publicly provide feedback.
- Food Advisory Board: University and Dining Services management meet with members of the Food Advisory Board on a regular basis. This committee deals specifically with campus food service matters. Students are invited to join the Food Advisory Board. Please send your request to join to ***food@iit.edu***
- Email: Students can email IIT Dining Services anytime, day or night at ***dining@iit.edu***
- Surveys: Surveys are sent to students hawk email accounts periodically, students are urged to take time to respond to these surveys.
- Online: For the most up-to-date information about Dining at IIT, visit ***dining.iit.edu***

Meal Plan Options

All residents living on campus are required to have a meal plan. Residents of MSV and SSV may choose between the Hawk 21, Hawk 19, Hawk 14, and Hawk 175 Meal Plans. Please note that Board Plan requirements are associated with room type/location and academic level. Commuter students can select a board only contract for any available meal plan. For more information regarding meal plan policies, please see Meal Plan Policies on page 18. An overview of each meal plan is below. (Meal Plan costs can be found in the 2015-2016 Rate Sheet)

Hawk 19 Meal Plan

19 meals per week in The Commons during set meal hours. This plan includes 75 Bonus Points per semester. Students may use up to 19 meals as meal exchanges per semester. This plan is perfect for someone that wants to make it to breakfast, lunch and dinner, but also wants the option to pick up food to go from time to time. Residents may use one meal per meal period.

Hawk 14 Meal Plan

14 meals per week in The Commons during set meal hours. This plan includes 175 Bonus Points per semester. Students may use up to 19 meals as meal exchanges per semester. This plan is perfect for someone that may not be able to make it to breakfast and would prefer to pick up something to go from time to time. Residents may use one meal per meal period.

Hawk 175 Meal Plan

175 meals in The Commons per semester during set meal hours. This plan includes 125 Bonus Points per semester. Students may use up to 30 meals as meal exchanges per semester. This is better chosen by students that have had some time on campus, learning their eating habits. Residents may use more than one meal per meal period.

Hawk 50 Plan

50 meals in The Commons during set meal hours. This plan includes 50 Bonus Points per semester. This plan allows students the option of preparing most meals at home, while maintaining the opportunity to dine in The Commons Cafeteria and other campus dining facilities during busy times of the semester. This Meal Plan is only available to qualified graduate students, undergraduate students living in units with kitchens, commuter students, and IIT faculty/staff. Individuals may use more than one meal per meal period.

Bonus Points and Meal Exchange

Bonus points give students convenient access to meals or snacks at most IIT dining outlets, whereas meals must be used during designated meal periods in the Commons Cafeteria. Bonus Points do not transfer between meal plans and expire at the end of spring and summer terms. A Meal Exchange is using a meal to get a meal at the Center Court, Talon's or The Bog instead of in the Commons. Meal Exchange options are listed at each of the eateries. To view your balance or to add TechCash to your HawkCard, please visit: ***get.cbord.com/iit***

View the 2015-2016 Rate Sheet online: ***web.iit.edu/housing/resources/residence-agreement***

Meal Plan Policies

Meal Plan Requirement

In order to encourage a community atmosphere on campus and to establish a central role for the Commons Cafeteria, IIT requires most students living on campus to have a meal plan.

Graduate students living in Carman, Gunsaulus, and SSV South units with kitchens are exempt from the meal plan requirement. Graduate students living in MSV Graduate Hall may change their Meal Plan to the Hawk 50 Plan, if they so choose, after applying and being approved to use the Graduate Kitchen. (See Graduate Kitchen on page 12) Fraternity and Sorority members living in their chapter house should refer to chapter requirements regarding meal plans.

Undergraduate students living in Carman, Gunsaulus, or SSV South units with kitchens are required to have a Meal Plan, but may select any of the meal plans.

Meal Plan Change Period

Meal Plan changes will only be granted during the first two weeks of each semester (see Important Dates on page 87), unless the change is a result of consolidation or a room change to a room with a different meal plan requirement. Students may only change their Meal Plan once during this period. Meal Plan changes are allowed only with Residence and Greek Life approval and applicable cancellation fees may apply. For more information please visit: ***housing.iit.edu***

Meal Plan Expiration

Meal plans with a designated weekly value of meals renew weekly on Saturday nights throughout the term of the meal plan, any unused meals will expire at the end of each week. For all other meal plans, all unused meals expire at the end of each academic term (including summer). Bonus Points carry over between fall and spring semesters, provided that the student has a meal plan in the spring semester. All unused Bonus Points expire at the end of spring semester. Summer meal plan Bonus Points expire weekly. TechCash does not expire. *Students will not be reimbursed for unused meals or Bonus Points.*

Sustainability Mugs

Each student with a Meal Plan receives a sustainability mug. Students are encouraged to bring this mug to every meal in the Commons. Students can also use sustainability mugs to take water, coffee, or soda (no milk or juice) to go when leaving the Commons after a meal.

When you use your sustainability mug while purchasing a small coffee from Global Grounds or Center Court, or a small fountain drink from Center Court, you will receive a savings of $.25 and reduce waste! Sustainability mugs can also be purchased from any IIT Dining Services location.

For more information on IIT Dining Services, please visit: *dining.iit.edu*

Disability Accommodations and Services

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Illinois Institute of Technology provides reasonable accommodations to students with disabilities in housing. According to the ADA, a disability is defined as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person. For students whose disabilities substantially limit their ability to live in IIT's traditional housing arrangements, accommodations are provided.

Housing accommodations are determined on a case-by-case basis, according to documented need, and prevailing standards for reasonable accommodations. These accommodations are made after a determination of the student's disability status and that his or her particular disability necessitates adjustments to the living environment and available housing options. With this in mind, the university has established the following procedures to ensure that students with disabilities have equal access to IIT's housing resources.

Students should submit a Room and Board Contract to Residence and Greek Life and then submit a Disability Housing Accommodations Request Form to the CDR with supporting documentation. CDR staff will make a determination and Residence and Greek Life will make reasonable accommodations based on the recommendation of the CDR. For more information, please visit: ***iit.edu/cdr*** (Also see Service Dogs and Assistance Animals on page 41)

Fee Assessment

Residence and Greek Life may assess certain fees to a resident's Student Account for violations of the Room and Board Contract, the Residence and Greek Life Handbook, the IIT Student Handbook, and the IIT Code of Conduct. These fees include, but are not limited to the following:

- Conduct Sanctions
  - Alcohol (1st Offense): $50.00
  - Alcohol (2nd offense): $100.00
- Improper Check-In: $150.00
- Improper Check-Out: $150.00
- Lockouts: $5.00
- Nightly Rate: $45.00
  - Early Arrival/Late Departure
- Common Area Damages
- Room Damages and/or Cleaning
- Vandalism

See more damage fees online: ***web.iit.edu/rgl/maintenance***
(Also see D1 | Damages and Charges on page 58)

Fitness Centers

Residence and Greek Life offers Fitness Equipment in McCormick Student Village (Grad Hall Basement), State Street Village - Middle (5th floor), and Gunsaulus Hall (1st floor lounge) for the exclusive use of residents. The Fitness Centers include a variety of fitness machines, which may vary by room and include areas for stretching. Please refer to posted notices for rules.

Notice: Fitness Rooms are unmonitored; Residence and Greek Life is not liable for any incident or injury resulting from use of the Fitness Center. Residents are expected to follow all posted policies and safety instructions.

FURNISHINGS

Residence and Greek Life provides furniture to all resident rooms and common area lounges. All residents are provided with furnishings appropriate for living and studying comfortably within the residence halls. Residents are expected to provide their own linens, including bed sheets, blankets, towels, and any other linens that a resident deems necessary. *Please note that all residence hall beds are twin extra-long and standard twin sheets may not fit.*

Furniture should remain in its original location and not be moved between rooms or lounges. Residents may be held financially responsible for costs associated with the replacement of missing, damaged, or relocated furniture. (See F3 | Furniture and Storage on page 66)

Residence and Greek Life provides the following furnishings for each resident:

- Bedframe
- Mattress (Twin XL)
- Desk & Chair
- Bookshelf or Hutch
- Dresser(s)/Closet
- Wastebasket/Recycling Bin

Residence and Greek Life provides the following furnishings for each room:

- Carpeting (except Carman/Gunsaulus/SSV South and certain other rooms)
- Window Blinds/Shades or Curtains
- Sofa/Loveseat (apartments only)
- Dining Table and Chairs (select apartments)
- Additional Bookcases and/or TV Stand (apartments only)

If desired, residents should bring the following furnishings for personal use:

- Bed Linens (Twin XL)
- Pillows/Blankets
- Towels/washcloths
- Clothes Hangers
- Laundry Basket/Detergent
- Lamps (Carman/Gunsaulus)

Residence and Greek Life also provides certain room furnishings in the sorority houses, for more information on what is provided in the sororities, please contact the Greek Life Coordinator or a sorority RA.

HEATING AND COOLING

Residence and Greek Life provides heat in all residence halls and apartments on campus, we are also pleased to provide air conditioning in most residence halls. In those residence halls without central air conditioning systems, Residence and Greek Life provides spot coolers, which must remain the unit to which they are allocated for the duration of the calendar year.

Some residence halls use dual-temp fan coil systems, which only allow for heating *or* cooling. As the seasons change and the campus converts from heating to cooling or cooling to heating, residents may experience room temperatures that they perceive to be too hot or too cold, especially on days with unseasonably warm or cold weather.

Transitioning dual-temp systems is a multi-day project; as such, the university will only change over from heating to cooling once in the spring and from cooling to heating once in the fall. Housing Facilities staff strive to provide an environment that is comfortable for residents, which usually falls between 68-72°F (20-22.2°C). (See H3 | Heating and Air Conditioning on page 70)

If a resident experiences heating or cooling concerns in the residence halls, apartments, or sorority houses, the resident should enter a Maintenance Request. (For more information, see Maintenance Requests on page 24)

LAUNDRY

Laundry facilities are located throughout the residence halls. In MSV, laundry rooms are located in the basement of Grad, South, East, Fowler, and Lewis Halls. In SSV, laundry rooms are located throughout the complex on the 2nd, 3rd, and 4th floors. In Gunsaulus and Carman Halls, ASA and KPD laundry rooms are located in the basement. All laundry rooms are open 24-hours/day and are provided for exclusive use by residents. If a malfunction occurs, please submit a Laundry Service Request online. (For more information, see Maintenance Requests on page 24)

Residence and Greek Life maintains laundry rooms but does not directly maintain laundry machines. IIT assumes no liability for items left in the laundry rooms/machines; items left in the laundry rooms/machines for extended periods of time may be donated or disposed of. *Laundry is included in the cost of living on campus, residents found to be misusing or overusing laundry facilities may be assessed for the cost of laundry over/above reasonable use.*

Laundry rooms are maintained and provided by MacGray/ASI Laundry Services in partnership with Residence and Greek Life.

For more information, please visit: ***web.iit.edu/rgl/maintenance***

LOCK-OUTS

If a resident is locked out of their room, that resident may contact a Resident Advisor or the Community Desk Assistant to request access to their assigned room. Residents must complete a Lock-Out form with the CDA before being granted access. Residents are allowed one courtesy Lock-Out each semester. Any additional Lock-Out is $5.00 per instance.

LOFTS

Residents of MSV, Carman, or Gunsaulus who wish to loft their beds may do so by renting from BedLoft. Only lofts rented through BedLoft are approved for use in the residence halls. To order a loft, please visit: ***bedloft.com*** All orders placed by **July 28, 2015**, will be delivered to your residence hall room before you arrive on Move-In Day in the fall. Items rented after this date will be delivered after Move-In Day. Any non-approved lofts will need to be removed by the resident immediately and may result in fees or charges assessed to the resident. Lofts must be dismantled before checking-out at the end of your contract. *Due to furniture configurations, lofts are not available in SSV Middle or North.* (See B1 | Beds and Lofts on page 54)

LOST AND FOUND

Residence and Greek Life does not maintain a lost and found. If you lose or find an item, please contact Public Safety to identify or submit an item. For items lost or found anywhere on campus, you may contact Public Safety at **(312) 808-6300**.

MAIL SERVICES

The IIT Post Office is located in the McCormick Tribune Campus Center (MTCC) located on 32nd and State Street. SSV, GU, and CH mailboxes are located in the MTCC. MSV mailboxes are on the first floor of MSV in the McCormick Lounge. All packages are delivered to the Post Office.

MSV Mailing Address:
Resident Name
3201 South State Street
Box # ____
Chicago, IL 60616

SSV, CH, and GU Mailing Address:
Resident Name
3201 South State Street
Box # ____
Chicago, IL 60616

ASA Mailing Address:
Resident Name
3340 South Michigan Ave
Chicago, IL 60616

KPD Mailing Address:
Resident Name
3330 South Michigan Ave
Chicago, IL 60616

Mail arrives at the Post Office Monday – Friday between 10AM – 12PM. You will receive an email upon arrival of packages. Students are required to provide photo ID to claim packages from the MTCC Post Office Monday – Friday between 9AM – 4:45PM. IIT is not responsible for packages, flowers, etc. delivered to directly to residence halls/apartments.

Envelopes with first-class postage without a mailbox number may be returned to sender. Bulk rate mail is disposed of. Express mail, Fed Ex, DHL, UPS, and 2nd Day are delivered throughout the day. If you're expecting delivery, please wait until you receive an email from the Post Office.

Box numbers on incoming mail are required to ensure timely delivery. If you are unsure of your box number, please contact our office. *Mailbox numbers are subject to change due to room changes.* If you receive mail that does not belong to you, please return it to the Post Office.

No hazardous materials, weapons, or chemicals will be accepted. Packages that are suspected of violating Residence and Greek Life or IIT policies will be returned to the sender or delivered to an alternate address requested by the intended recipient, who may face conduct action.

All mail delivered during winter break is held in the MTCC Post Office and will not be placed in residents mailboxes until spring term begins. You may pick up mail from the Post Office desk.

During the summer session, mailbox keys are not issued to new students and continuing students must return mailbox keys. Mail must be picked up directly from the MTCC Post Office.

If you have questions or concerns about mail delivery, or any problems with your mailbox or mail key, see the Mail Room Coordinator at the MTCC Post Office or call **(312) 567-3119**

All residents must obtain their mailbox key from the MTCC Post Office.

MAINTENANCE

Residence halls and apartments are maintained by Housing Facilities Staff. The Housing Facilities team includes 7 mechanics that work in the residence halls and 4 custodians that work in Carman and Gunsaulus. The mechanical staff works to maintain the heating and cooling systems, plumbing, electrical, and carpentry requests. The Operations Manager also manages areas like pest control, furniture replacement projects, life safety systems, cable television, appliances, paint, signs, and notices. Housing Facilities works closely with ABM to manage the housekeeping needs of MSV, SSV, and the ASA and KPD sororities.

MAINTENANCE REQUESTS

Residents should report general maintenance concerns in rooms, suites, and apartments as well as in RGL common areas, by submitting a Maintenance Request online through the appropriate link provided on the RGL website: ***web.iit.edu/rgl/maintenance***

All Maintenance Requests are prioritized in order of urgency. Maintenance Requests are typically completed within 10 business days. Maintenance in resident rooms resulting from a Maintenance Request may be performed between 9AM-9PM daily. If Housing Facilities staff is unable to complete repairs within 10 business days, the original requestor will be notified with an update on the status of the work by email. Whenever possible, residents will be notified in advance of planned maintenance, however, emergencies may prevent advance notice.

The Maintenance Request system is monitored during regular business hours, Monday – Friday, 8:30AM – 5:00PM. *Residents should report emergency concerns that occur outside of these hours and on holidays to Public Safety at* **(312) 808-6363**

PEST CONTROL

Residence and Greek Life provides preventative pest control services in common areas on a weekly basis. Requests for pest control services will be scheduled to occur upon the next available appointment, usually on the following Tuesday or Thursday. Preparation instructions will be provided and a follow-up inspection may be scheduled. Residence and Greek Life reserves the right to inspect rooms and apartments when violations of sanitation policies are reported. Students that do not follow procedures during treatment may be subject to damage billing terms, should additional treatment be required due to non-compliance.

MOVING CARTS

Residence and Greek Life provides moving carts for the convenience of current residents. Moving carts are intended for use in, around, and between the residence halls/apartments. Moving carts should not be removed from campus. Moving carts are openly available during official move-in and move-out periods. Outside of these official periods, moving carts are available at the community desk for each building and may be checked-out for use following the procedures indicated by the Community Desk Assistant. Students who misuse or remove the moving carts from campus may be subject to fines and/or the student conduct process.

PARKING

Parking is available to all members of the IIT community. Residents who wish to park on campus must purchase a parking permit from Access Card and Parking Services (ACaPS) for an appropriate parking lot as designated by ACaPS. Due to the proximity of CTA Public Transportation on campus, Residence and Greek Life recommends that residents consider all appropriate transit options before deciding whether to keep a car on campus.

PUBLIC TRANSPORTATION

The Chicago Transit Authority maintains a variety of public/rapid transit options throughout the city, including Chicago's famous "EL" (elevated) train system. The CTA Green Line passes through campus and is serviced by the "35th-Bronzeville-IIT" station, which has an entrance and exit directly behind SSV South. The CTA Red Line is just one block west of campus on the Dan Ryan Expressway and can be accessed by the 33rd and 35th Street entrances to "Sox-35th"

UPASS

All full time IIT students (Minimum 12 credit hours for undergraduate students, minimum 9 credit hours for graduate students) qualify to receive a CTA Ventra UPass. Students must also not have any holds currently on their Student Account to receive their UPass. UPass Pickup times and location will be announced at the beginning of each semester. Any issues or concerns regarding an active UPass must be reported directly to the CTA. For more information about the UPass Program, please visit: ***transitchicago.com/upass***

Recycling and Sustainability

IIT has a commitment to sustainability and recycling. Students play a central role in making the recycling and sustainability programs at IIT a success, please think before you throw items away, be sure to separate out recyclables, and be conscious of your energy consumption.

To assist students in their recycling efforts, each residence hall room comes equipped with a recycling bin and a trash bin (Number of bins in each room is based on the standard occupancy for that room). Additionally, each residence hall floor has a source-separation recycling center. Students are strongly encouraged to collect their paper, glass, metal cans, and plastic bottles separately and take these items to the recycling center on the floor. Students can also find source-separation recycling centers throughout the residence halls and IIT campus.

For more information, please view: ***iit.edu/recycling***

Recycling Helpful Hints

- Separate recyclables from general waste. Do not allow contamination of recyclables.
- Rinse out all cans, glass, and bottles. Remove metal caps/rings. Paper or plastic labels and rings do not need to be removed.
- *Pizza boxes and plastic bags are not recyclable!*
    - Plastic bags can be collected and taken to stores with a bag-recycling program.
- Large items (cardboard/furniture) should be taken to dumpsters or designated areas.
- Only buy those items that are made from recyclable products and can be recycled again.

Energy Consumption

Energy use is closely tracked and reported so that IIT can evaluate and implement behavioral and operational changes necessary to reduce the amount of energy used. Some simple things that students can do to reduce energy consumption include:

- Turning off your lights whenever you leave your room.
- If you have a fan in your room don't leave it running when you are not around.
- During the winter, if your room is too hot and you can't turn down the heat, do not open a window; instead submit a maintenance request.
- Use personal electronic devices that are Energy Star© rated. For more information on Energy Star©, visit: ***energystar.gov***
- Unplug your laptop, cell phone, or other personal electronic device chargers when not in use or charging is complete.
- Turn off computers or televisions when not in use.

As the campus sustainability initiative is furthered at IIT, student input and involvement will be critical to the initiative's success. Look for information, updates, and opportunities for feedback at: ***iit.edu/sustainability***

Refrigerators and Microwaves

Residence and Greek Life provides microwaves in common areas of most residence halls and in SSV South apartments. Residents living in units without kitchens who wish to have a microwave in their room must rent a 'MicroFridge' (combination fridge, freezer, and microwave) from BedLoft.com, an approved IIT vendor. Due to constraints on power supply and energy consumption, only one MicroFridge or mini-fridge is permitted per room. Residents should communicate with their roommate(s) to determine how to supply and/or share a MicroFridge or mini-fridge. Residents of MSV, SSV North, and SSV Middle may not have a separate microwave in their room. Residents of Carman, or Gunsaulus may have a separate microwave in their unit, provided it is stored and used only in the kitchen area. Only one (1) microwave is permitted per unit.

Residents who wish to rent a MicroFridge must do so through the BedLoft website: ***bedloft.com***

Residents who wish to provide their own mini-fridge should read the restrictions on size, location, and energy use before purchasing a mini-fridge. (See A2 | Appliances on page 52)

Room Assignment Policies and Procedures

Room Assignment Policies

Assignments are based upon resident preferences, community type, facilities constraints, and the availability of rooms. Whenever possible, residents are assigned in accordance with their stated preferences. Assignment depends upon the availability of a resident's preference when the assignment is made.

Notice: The inability of Residence and Greek Life to honor resident preferences does not necessarily void a resident's Room and Board Contract.

General Procedures

After a resident checks-in to their room or apartment, any changes to their assignment must receive approval from the Associate Director for Occupancy and Technology (or their designee). When a resident changes rooms or leaves campus housing, that resident will receive specific guidelines from Residence and Greek Life that explain the procedures needed to check out properly. However, in general, the following procedures apply any time a resident leaves their assigned space (whether to move to another space or move out).

Residents are expected to:

- Move on the date indicated by the Associate Director for Occupancy and Technology
- Return room to its original condition, cleaning your portion of the room
- Remove all personal belongings from room
- **Schedule and attend a Check-Out appointment with your Resident Advisor**
- Return keys (when applicable) following the procedures outlined on page 29

Greek Move-Out Policy

First year students, who accept a bid for a fraternity or sorority must reside in the residence halls for their first semester at Illinois Institute of Technology. Upper-class students who signed a Room and Board Contract, who are new members of a chapter, must live in the halls for the fall semester but are eligible to move out for the following spring semester. Late petitions will not be accepted.

After the fall semester, Residence and Greek Life allows new fraternity and sorority members to move from the residence halls to the Greek Quad. Details regarding Greek Move-Out are outlined below.

Eligibility:

- Student must be a current Residence and Greek Life resident and a new member of an IIT Greek Organization or a member of ROTC.
- Residents are encouraged to seek counsel from the Office of Financial Aid in order to determine what impact, if any, moving to the Quad may have on their financial aid.

Contract Cancellation and Fees:

- A Resident may move to an IIT fraternity or sorority chapter house without incurring cancellation fees as outlined in the Room and Board Contract, provided that resident meets the requirements of this policy.
- A transfer fee will not be assessed.
- The Greek Petition forms are available on HawkLink on the Residence and Greek Life page under forms beginning the third (2nd) Monday in November at 12PM.
- The deadline to submit a Greek Move-Out Petition is the fourth Monday in November by 12PM.
- Upon receiving the Greek Move-Out Petition form, Residence and Greek Life will confirm receipt via HawkLink and provide additional details regarding the resident's move-out during the first week following the first Monday of December.
- Residents must receive written approval from Residence and Greek Life prior to moving.
- If approved, the resident must complete the move no later than 12PM on the day after finals. Finals end on Saturday and all students not returning to the residence halls must be moved out by 12PM the next day. (See Important Dates on page 87)
- *A Resident who submits a Greek Petition after 12PM on the fourth (4th) Monday in November or who otherwise fails to meet the expectations set out in this policy or in the Residence and Greek Life Room and Board Contract, who still wishes to cancel their Room and Board Contract, will be subject to the cancellation fees outlined in the Room and Board Contract.*

Move Out:

- Residents may not move-out without prior written approval from Residence and Greek Life. Any resident who moves without prior written approval from Residence and Greek Life or moves that are not completed properly as outlined by Residence and Greek Life will be subject to an Improper Check-Out fee of $150.00 and a $45.00 nightly fee for every night past that residents' move-out date (Typically the Sunday immediately following the last day of finals), in addition to the cost of cleaning the room and/or removing abandoned items. (See Improper Check-In and Check-Out on page 30)

For questions or additional information, please contact the Greek Life Coordinator.

Check-In and Check-Out Forms and Procedures

Room Condition Form

Room Condition Forms are issued to every resident upon check-in and can be accessed online at: ***web.iit.edu/rgl/maintenance*** The condition of a resident's room is verified by the Room Condition Form (RCF), which is completed by RA staff prior to resident check-in. It is the responsibility of the resident to report any existing damages, which are not recorded on the RCF within 48 hours of checking in. Staff inspects rooms when a resident checks-out and any damages not listed on the original RCF may result in fees being assessed to the resident(s) of the room. (See R4 | Room Condition Forms on page 78)

Check-In Process

Incoming/returning residents will be notified of when and how to move into their room. At the beginning of each academic term, there are specific dates designated for resident move-in and early arrivals. (See Important Dates on page 87) Residents arriving past the designated move-in day/times should go to the McCormick Student Village (3241 S. Wabash Ave.) Community Desk to receive their keys and/or check-in materials. Students must provide an official photo ID in order to be checked in and granted access to their room.

Check-Out Process

Residents are expected to schedule a Check-Out Appointment with their Resident Advisor when they are ready to vacate their assigned room. During this appointment, the RA will conduct a room inspection while the resident is present and inform the resident of any new damages that are documented. The Resident Advisor will also receive the resident's room key and check the resident out of the room online. ***Mailbox keys must be returned directly to the MTCC Post Office.*** If your Resident Advisor is not available, you should plan to check-out with another RA or Residence and Greek Life Student Staff Member. *Residents may also submit an Express Check-Out envelope, *see below for important stipulations.*

Express Check-Out Envelope (ECO)

Express Check-Out Envelopes are located at the Community Desk in each building and there is an Express Check-Out Box in the lobby of MSV, Gunsaulus, Carman, and SSV Middle. Residents may use the Express Check-Out envelope to return their room key (when applicable) in lieu of checking out with a staff member. ***A resident who chooses to submit an Express Check-Out envelope rather than checking out with a staff member forfeits their right to appeal damage charges less than or equal to $200.00.*** (See D1 | Damages and Charges on page 58)

Follow the steps below for using an Express Check-Out Envelope:

1. Completely fill out all appropriate fields on the front of the Express Check-Out Envelope.
2. Sign and date the envelope in the appropriate field.
3. Place key(s) in envelope (when applicable) *SSV residents should submit empty envelope*.
4. Seal envelope completely.
5. Return completed Express Check-Out Envelope to an RGL Express Check-Out Box.

By submitting an ECO, you forfeit the right to appeal charges less than or equal to $200.00.

Improper Check-In and Check-Out

Any resident who arrives before their assigned move-in date or departs after their assigned move-out date without prior approval and/or does not complete required paperwork is subject to a $150.00 Improper Check-In/Check-Out fee plus a $45.00 nightly fee, as well as the cost of cleaning and/or removing abandoned items.

Early Arrival and Late Departure

Any resident who requests late departure or early arrival is subject to a $45.00 nightly fee (for dates that the resident resides on campus or otherwise occupies their assigned space outside of their contract period) unless otherwise indicated by the Associate Director for Occupancy and Technology or designee. Residence and Greek Life will communicate requirements and procedures for Early Arrival and Late Departure as appropriate.

Room Change Requests

Room Change Requests and Roommate Requests are granted at the sole discretion of Residence and Greek Life Occupancy Staff. Requests are processed based on availability, resident need, and community restrictions. *We do not guarantee the ability to offer Room Changes.* Sorority room changes/assignments are managed by the sorority RA and, if necessary, are escalated to the Greek Life Coordinator. For more information, please visit: ***housing.iit.edu***

Room Change Types

- Room Change: A resident wishes to move to a different complex/hall/room. Resident should provide their top 2 room preferences, by specific room number and/or type.
- Room Swap: All residents of a room, suite, and/or apartment wish/agree to change rooms to allow for resident(s) to live with a preferred roommate. In order for a swap to be approved, all affected residents must agree in writing.
- Roommate Request: A resident wishes to move to a room with an empty bed space or accept another resident in an empty bed space in their assigned room in order to live with a preferred roommate. All affected residents must agree to the change.

Please note that there is no guarantee that room changes will be offered or accepted by RGL. Please direct urgent requests to your Resident Advisor or Residence Hall Director.

Unauthorized Use of Rooms

A resident may only occupy the space to which they are assigned by an authorized IIT official. Residents, guests, and visitors are prohibited from sleeping in common areas, lounges, stairwells, storage areas, basements, and study areas. Residents, guests and/or visitors are not permitted to enter vacant/unoccupied rooms without permission. A resident, guest, and/or visitor may only enter an occupied residence hall room to which they are assigned or invited to enter by a resident who is assigned to that room. A resident, guest, and/or visitor may not use common rooms/areas that require a reservation and/or key to enter unless they have permission to use said space from an authorized IIT official.

Half-Vacant Rooms and Consolidation

If a resident's roommate leaves during the course of the academic year, the resident should plan on being assigned a new roommate and must keep their belongings on one side of the room. A Resident who attempts to discourage someone from moving into their assigned room will be referred to the Residence and Greek Life Student Conduct Process.

Consolidation is the administrative process of reassigning residents. A resident who does not have a roommate and is not in a designated/approved single or double as a single (DAS) may be consolidated; written notice of a room change and/or roommate consolidation will be provided by the Residence and Greek Life Occupancy staff. Moves must be completed within the designated time period. A resident who fails to move within the designated time period may be assessed a daily room rate for a DAS, or be reassigned to another room/roommate. If needed for other purposes, RGL staff may remove and utilize the second set of furniture in DAS units.

Cancellation Policy

All Room and Board contracts are for the entire academic year (unless otherwise approved). Room and Board cancellation requests must be submitted by completing the "Cancellation Request Form". A resident who vacates the residence halls at any time prior to the end of their contract, including a resident graduating in December, is required to complete a Cancellation Request Form. All cancellation materials and policies are outlined in the Room and Board Contract, available online at: ***web.iit.edu/housing/reservations/cancellation***

Requests must be approved prior to a resident moving or that resident may be assessed a minimum fee of $150.00. (See Improper Check-In and Check-Out on page 30) The Residence and Greek Life Occupancy staff will notify the resident regarding the date the resident is required to checkout.

Room/Facility Reservations

Each residence hall has a variety of common/community spaces. In some cases, residents and/or student groups may be able to reserve these spaces for educational programming, social events, group study sessions, etc. The Residence Hall Directors for each residence hall determine if and how spaces may be reserved. For more information on reserving a space, please contact your Resident Advisor or Residence Hall Director (See Residence and Greek Life Staff on page 2) or visit: ***housing.iit.edu***

Summer Housing

Room and Board Contracts are for the academic year only. Residents who qualify may choose to apply for a Summer Housing Contract. Space is limited during the summer due to scheduled maintenance projects and summer conferences; students are encouraged to apply early in the Summer Housing application process. Summer Housing applications typically become available in mid-late spring. For more information on Summer Housing, please visit: ***housing.iit.edu***

Summer Storage

Residence and Greek Life has partnered with College Boxes to provide, at a cost to the resident, pickup and delivery of residents' personal belongings. This company provides storage for residents' belongings over the summer break with easy on-campus pickup and delivery. For more information, please visit: ***collegeboxes.com***

Telephones

All residence hall rooms have access to a telephone line. To activate the line, the resident must place a work request with the Office of Technology Services. IIT provides telephone access in each residential unit. Residents of MSV, GU, and CH are provided with one telephone port per room. Residents of SSV are provided with one telephone port per person. Residents can make on-campus telephone calls by dialing the last five digits of the on-campus telephone number.

To access the telephone port, your telephone must be set for tone (not pulse). Residents are responsible for all off-campus local and long distance phone calls. Free services include in-house dialing, campus-wide dialing, and toll-free numbers (800, 866, 877, 888). You must dial "9" first to call off-campus or toll-free numbers.

All campus telephone numbers are the property of IIT. IIT will cancel all illegal calling cards and charge a $100.00 administrative fee plus usage charges for each instance of billing irregularity. Collect calls may not be accepted. Fraudulent use of a university telephone may result in disciplinary action as well as administrative fees. For your convenience, "campus only" wall phones are located throughout the MSV complex. *To activate a telephone line in the residence halls or report a problem, contact the Office of Technology Services by placing a work request with the support desk at:* ***support.iit.edu*** *or by emailing* ***support@iit.edu***

Temporary and Emergency Housing

In order to accommodate all qualified students who request to live on campus and/or early arrival/late departure, Residence and Greek Life may assign some students to temporary spaces within the residence halls. Temporary spaces include converted lounge spaces and small temporary rooms in MSV. Students participating in early arrival/late departure are subject to fees. (See Early Arrival and Late Departure on page 30) Residence and Greek Life maintains a small number of small single occupancy rooms in MSV to be used for housing residents temporarily in emergency situations as determined by RGL staff.

Winter Break Housing

All Residence and Greek Life residence halls/apartments remain open during Winter Break. Winter Break Housing is only available to residents continuing to live in the residence halls from fall semester to spring semester. Please note that meal service hours and options may be limited during break periods. IIT Dining locations are closed during University holidays.

Campus Safety and IIT Alert

IIT takes campus safety very seriously; as such, the university provides a variety of resources to ensure the safety of all members of the IIT community. These resources include Public Safety, faculty/staff emergency response training, Emergency 'Blue Light' Phones located throughout campus, limited access to academic and other buildings via valid student or staff ID, and IIT Alert. Students play a vital role in maintaining a safe environment on campus and should be aware of their surroundings. Students should report suspicious behavior or items to Public Safety by calling **(312) 808-6300** or **(312) 808-6363**.

All students are strongly encouraged to register for the IIT Alert System, which is used to send emails and/or text messages with pertinent information during emergency situations or inclement weather conditions. To register for IIT Alert, please visit ***iit.edu/iitalert***

Dangerous Materials

Possession or use of firearms, ammunition, axes, pipes, hand tools, knives, lighter fluid, fireworks, gasoline, blow torches, flammable liquids, explosives, volatile chemicals, and other materials or substances that endanger the health and safety of residents is strictly prohibited in the residence halls. Weapons or items deemed by IIT to be weapons are prohibited in the residence halls. This includes, but is not limited to: airsoft guns, BB guns, pellet guns, air rifles, crossbows, hunting knives, and swords. *(Fencing Foils are permitted to be stored, but not used within the residence halls, provided that the foil is equipped with a safety tip.)* Use and or possession of these materials may result in immediate confiscation of item(s) and disciplinary action. (See F1 | Fire Safety on page 64 and/or W1 | Weapons on page 83)

Elevator Use

Elevators are programmed to provide the fastest possible service to the greatest number of residents. All of the elevators have posted maximum load limits, and it is expected (and strongly recommended) that residents obey these limits. In the event that an elevator entrapment does occur, each elevator is equipped with a phone that will directly call to Public Safety and/or Residence and Greek Life staff who will be dispatched to respond. Residents may be held financially responsible for damages if they are involved in the overloading or vandalizing (e.g. jumping, graffiti, etc.) of an elevator.

Evacuation and Egress

Egress routes refer to hallways, stairwells, corridors, doorways, and sidewalks that are utilized to exit the building in the event of an emergency. In case of an emergency, residents will utilize egress routes to safely exit the building using the nearest exit. Egress routes must be kept clear of personal belongings. Personal belongings include, but are not limited to: door/entryway mats, rubbish, decorative figurines, bicycles, and furniture. Residents are not permitted to store personal items in common areas, including egress routes. Any personal belongings left in common areas or in in egress routes, will be removed by Residence and Greek Life staff. A removal fee may be assessed to the resident's Bursar account.

Residence and Greek Life provides safety maps, an emergency evacuation map customized for each residence hall room, on the inside of each residence hall room's main door. Please refer to this map and familiarize yourself with its contents.

Residents must evacuate in a timely manner (typically within 5-7 minutes) in the event of an alarm or as instructed by Residence and Greek Life staff. Residents who fail to evacuate in a timely manner may be referred to the Residence and Greek Life Student Conduct Process.

Upon evacuating, residents should gather in the following locations:

McCormick Student Village:	MTCC volleyball court/ adjacent walkway
State Street Village:	East side of the D1-D2 parking lot
Carman Hall and Gunsaulus Hall:	South side of the A5 parking lot

Emergency Evacuation for Residents with Disabilities

When made aware of a resident who may be in need of special notification or assistance during emergency situations, Residence and Greek Life staff members or Public Safety will attempt to check on those rooms and assist with the evacuation of those residents. If our staff or Public Safety is unable to assist, residents with disabilities are encouraged to go to the nearest stairwell. Stairwells are considered "designated areas of rescue assistance." Emergency personnel will arrive at the stairwells and evacuate as needed.

Prior to an emergency, it is recommended that each person with any limitations ask a friend or fellow student (in addition to Residence and Greek Life staff) to provide assistance if an emergency develops. This "evacuation assistant" should be informed about what limitations the resident has and how he or she can best be assisted. With an evacuation assistant, going to an area of refuge away from obvious or immediate danger is another emergency plan option. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

In order to self-identify as an individual with a permanent or temporary disability, contact the Center for Disability Resources: ***iit.edu/cdr***

Evacuation Guidelines by Disability Type

Mobility Impaired – Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and alert the Chicago Fire Department or IIT Public Safety to the location of the person with the disability. If the person with a disability is alone, he or she should phone Public Safety at **(312) 808-6300** with his or her present location and the area of refuge to which he or she is headed. We recommend that all residents program this number into their mobile phone prior to any emergencies, if possible. If the stair landing is chosen as the area of refuge, wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway, if it is safe to do so.

Stairway evacuation of wheelchair users should be conducted only by trained professionals or the Chicago Fire Department. Only in situations of extreme danger should untrained individuals attempt to evacuate wheelchair users.

Mobility Impaired – Non-Wheelchair

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs, if it is safe to do so. If there is no immediate danger (such as a lack of detectable smoke, fire or an unusual odor), the person with the disability may choose to stay in the building with the options listed above, until emergency personnel arrive and determine if evacuation is necessary.

Deaf/Hard of Hearing

Most Residence and Greek Life facilities are equipped with fire alarm strobe lights. Persons with hearing loss may not hear audible emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate. Residents who are concerned about their ability to be notified of an emergency should contact the Office of Residence and Greek Life to determine what accommodations are available and/or necessary.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

Fire Safety

There is a fire sensor located near the door in each MSV and SSV student room. Each GU and CH room is equipped with a fire and smoke alarm. These sensors are very sensitive and can be triggered by touch, aerosol spray mist (from air fresheners, hairspray, bug spray, etc.), cigarette smoke in the room, etc. Never cover or hang things on the smoke and fire detection units. Please exercise caution around the sensor to avoid setting off the fire alarm.

All residents should familiarize themselves with the locations of all exits and firefighting equipment. The City of Chicago fire ordinances require that all stairwell fire doors at the end of each corridor be kept closed at all times for maximum protection. Please do not prop open these doors. Residents will be documented for improper use of the 'emergency only' exits.

It is the responsibility of each resident, guest, and visitor in the residence halls to vacate the residence halls during a fire alarm. Resident Advisors and other Residence and Greek Life staff members will assist Public Safety with evacuation during a fire alarm. Failure to vacate the building may result in disciplinary action, fines, and/or termination of a resident's Residence and Greek Life Contract.

If you witness anyone tampering with the fire alarm equipment, please notify an RA, Residence and Greek Life, or an IIT staff member. If a resident is found responsible for false fire alarms, residents, their guests, or visitors may be fined a minimum of $500 per occurrence in addition to other sanctions deemed reasonable. Tampering with the fire alarm system, fire safety equipment, fire-fighting equipment, or pulling a false fire alarm is a federal offense punishable by law. (For more information, see F1 | Fire Safety on page 64)

Fire Drills

Municipal and State laws require that planned fire drills be conducted for every residence hall and apartment complex at the beginning of each academic term. Residence and Greek Life conducts fire drills in all IIT operated residential facilities in September, February, and June, unless weather or unforeseen circumstances require drills to be postponed. All individuals present in a building during an active fire alarm, including fire drills are required to evacuate following the guidelines provided in Evacuation and Egress on page 34.

If You Discover or Suspect a Fire

- Sound the building fire alarm by pulling one of the pull stations located in the hallways.
  - Gunsaulus Hall does not have pull stations.
- If the alarm fails to operate, warn other occupants by knocking on doors and shouting a warning as you evacuate the building.
- Notify the Community Desk Assistant as you are evacuating the building.
- If fire is in a room, close but don't lock the door to prevent spread of fire, if safe to do so.
- Call Public Safety **(312) 808-6363** upon exiting the building.
  - Give the exact location of the fire. DO NOT assume that someone else has called.
  - You may also call **911**

If You are in a Building that is on Fire

Keep low to the floor if smoke is in your room.

- Before opening the door:
  - Feel the door with that back of your hand
    - If the door is cool, open it carefully and look for a path of escape
    - If the door is hot, do not open the door and place a damp towel at the base of the door to prevent smoke infiltration.
- If you cannot leave your room:
  - Turn on your lights and open the drapes in your room. Do not open or break the window unless you must.
  - Seal cracks around the door with towels or bed linens to keep out smoke. To attract attention, wave a light colored cloth at the window. DO NOT jump from or climb out of an upper story window.
  - Call Public Safety **(312) 808-6363** give your location and other pertinent information.
    - You may also call **911**
- If you can leave your room:
  - If it is safe to do so, close your door behind you as you exit to limit the spread of fire.
  - Remain beneath smoke and cover your face with a damp cloth if possible.
  - Go to the nearest exit or stairway, including emergency exits. *Do not go to roof.*
  - If the nearest exit is blocked by smoke, heat or fire, go to an alternate exit.
  - If all exits on the floor are blocked, go back to your room, close the door and follow the procedure as described above.

After leaving the building, stand clear of the doors, roads, and sidewalks. Emergency equipment and personnel will need access in and around the building. Follow the directions of Fire, Police, Public Safety, and Residence and Greek Life personnel. ***Upon evacuating, residents should gather in the locations outlined in Evacuation and Egress on page 34.***

Infectious Diseases

Residence and Greek Life believes in maintaining the integrity of the community by keeping open communication with students regarding infectious disease such as H1N1 (influenza), meningitis, and staph. When made aware of such issues Residence and Greek Life has a plan of action to assist all students impacted by any potential infections on a case-by-case basis.

Illinois State Law requires that students who are enrolled at least half time on campus universities must be immunized against certain communicable diseases. These students are required to submit proof of immunization to the Student Health and Wellness Center. The deadline to submit immunization records is **the first week of classes**. Individuals who are not properly immunized or who do not have proof of immunization may receive the required immunizations at the Student Health and Wellness Center. A class registration hold will be placed on a student's account on **November 5, 2015** if the student fails to comply with the immunization requirements.

For more information regarding IIT's immunization policies, please visit: ***iit.edu/shwc***

Keys and ID Cards

Residence and Greek Life issues keys and/or access for residence halls and/or resident rooms. These keys are the property of Residence and Greek Life and must be returned upon request from a Residence and Greek Life staff member. (For more information, please see K1 | Keys and Access on page 72)

Medical Emergencies

In case of medical emergencies on campus, call Public Safety at **(312) 808-6363** Residents may also notify an RA or CDA for assistance. Due to their familiarity with the IIT campus and residence halls, Public Safety is able to respond quickly to emergencies and can communicate location information with Chicago emergency personnel. Residents may also call **911** directly to be connected with the City of Chicago Emergency Control Center.

Missing Person Policy and Protocol

In accordance with Illinois State Law, a school that provides any on-campus housing facility must include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus housing facilities. IIT Protocol:

- Reports of any student who has been missing for 24 hours should be made to a Residence and Greek Life staff member or other IIT personnel.
- Reports of a missing person will be referred immediately to IIT Public Safety.
- Students should identify a contact person(s) whom IIT will notify within 24 hours if the student is determined by IIT Public Safety and/or Chicago Police to be missing.
    - Emergency Contacts can be updated through the myIIT portal at: ***my.iit.edu***
        - Contact information is registered confidentially.
- IIT will notify the appropriate law enforcement agency/agencies within 24 hours of determining that a student is missing.
- If a student is under 18 years of age and not emancipated, IIT is required to notify a custodial parent or guardian within 24 hours of the time that a student is determined to be missing, in addition to any contact person(s) designated by the student.

For more information on the Illinois Institute of Technology Missing Person Policy and Protocol, please visit: ***iit.edu/public_safety***

Personal Belongings

Residence and Greek Life is not liable for personal property that is lost, stolen, or damaged, nor is it insured to cover such losses. If students desire insurance coverage, they should consult with their family and/or insurance provider. The best guard against property loss from a resident's room is a locked door (whether the resident is present or not). Residents are encouraged to report any theft or suspicious activity to IIT Public Safety.

Items left in a room, suite, or apartment after the resident's vacate date are not the responsibility of Residence and Greek Life, though in certain cases they may be packed up and stored by Residence and Greek Life for a period no longer than 30 days (packing charges will be assessed to the resident). Items not retrieved after the 30-day period will be donated or disposed of.

Police and Public Safety

The Chicago Police Department and IIT Public Safety work in conjunction with one another to ensure safety on campus, respond to emergencies, investigate crimes, and apprehend perpetrators. Public Safety also works closely with other campus offices and departments, to present programming and share information about staying safe on campus and in Chicago.

For more information, please visit: ***iit.edu/public_safety***

Renters Insurance

Residents are strongly encouraged to purchase renter's insurance, which covers their personal belongings. Certain parents/guardians may have a Homeowner's Insurance policy that covers a student's belongings in a residence hall. Refer to the insurance policy or insurance agent for more information. Renter's insurance can be purchased through most major insurance companies. IIT and Residence and Greek Life assume no responsibility or liability for the personal property of residents. This includes, but is not limited to, damage or loss due to fire, theft, and flooding. Costs for damaged or stolen property will not be reimbursed.

Security

Security on campus is best achieved through collaboration between students, faculty, staff, Public Safety, and the Chicago Police and Fire Departments. Residence and Greek Life offers a variety of measures to ensure security of the residence halls. These measures include community desks staffed 24 hours/day, 365 days/year and/or exterior doors that require a resident ID for entrance, security cameras in public areas, training for professional and paraprofessional staff, fire alarms, and automatic fire sprinkler systems. Residents are active participants in creating a safe and secure environment, please report suspicious persons, activities, or items to Public Safety at: **(312) 808-6363**

Safety Tips

Residents play an integral role in their own safety and the safety of others on campus. Security in the residence halls is a concern shared by all. IIT provides 24-hour security but your cooperation is essential to keeping your room safe. Please read the following tips on how to keep yourself and your belongings safe.

- Always lock your door.
- Get to know your roommates and their friends. Developing trust with your roommate is important to a healthy and safe living environment.
- Do not leave valuables out in the open. Put all money, electronics, textbooks, etc. in a drawer or other secure area.
- Do not admit strangers into your room or building. Know who you are letting in. Do not sign strangers in as guests. Visitors must be escorted at all times in the residence halls.
- Be alert to strangers loitering around the building. If you see something suspicious, alert the Community Desk Assistant, a Resident Advisor, and/or Public Safety **(312) 808-6300**
- Never attach your name and address or identification card to your key ring.
- If you want to meet someone you are buying something from or selling something to, do so in a public space.
- Never leave a key under a mat, above a door, or elsewhere you think nobody will find it.

Service Dogs and Assistance Animals

IIT, including Residence and Greek Life, provides reasonable accommodations to individuals with disabilities. Such accommodations could include the use of a service dog and/or assistance animal in the residence halls. If you are a resident of Residence and Greek Life and wish to use a service dog or assistance animal in connection with such housing, please contact the IIT Center for Disability Resources, which will work with Residence and Greek Life and you to evaluate your request and obtain documentation, if appropriate, to determine if such request is reasonable. For more information, please visit: ***iit.edu/cdr***

The care and supervision of any service and/or support animal is the responsibility of the individual who uses the animal. Individuals must maintain control of their animal at all times. (For more information about pets in the residence halls, see P2 | Pets on page 76.)

Theft and Property Damage

Residence halls are high traffic areas so it is very important for residents to take steps to safeguard their personal property. Residents should secure their valuables in safe places and report any suspicious behaviors. Residents should always lock their doors when leaving their rooms, it is also suggested that residents lock their doors even when present in their room, especially if they are sleeping.

If theft or property damage does occur, notify your RA and Public Safety. Public Safety will file a report and can assist you in contacting the Chicago Police Department if necessary. Residence and Greek Life does not take responsibility for lost, stolen or damaged property. Residents are also encouraged to have the proper insurance to cover lost, stolen, or damaged personal property. (For more information on insurance, please see Renters Insurance on page 40)

Tornado Safety and Local Emergencies

During severe weather or other local emergencies, residents are encouraged to monitor local television or radio stations, and/or the Internet for detailed information. The City of Chicago will typically sound emergency sirens in the event of a tornado warning or other local emergency. A tornado warning means that a tornado has been sighted in the area and that individuals should take cover. In the event of a tornado warning, residents should move indoors and to the lowest level of the building and/or an interior room, away from windows. Residents should monitor local media for further information and an all-clear message.

Please note that tornado sirens are tested at 10AM the first Tuesday of every month. There is no need to take shelter during these tests, unless there is an actual emergency.

Student Conduct Overview

The Student Conduct Process is a part of community development within the residence halls at IIT. Members of our community have both rights and responsibilities. Inherent to the success of this community is an acknowledgement of the responsibility that residents have for their behavior/conduct and how it affects the community in which they live. Primary emphasis is placed on the educational and developmental progress of the resident and is part of the educational mission of IIT. Increased understanding of self and others has the strongest potential for educational impact. This process is designed, in part, to determine whether a student is responsible for violations of the Residence and Greek Life policies as well as the IIT Student Code of Conduct. The IIT Conduct Process is not equivalent to, nor does it conform to legal proceedings; it is educational in nature and seeks to ensure students are held accountable for their decisions. In our system we try to determine the most likely series of events that occurred in a situation; and we make a determination of responsibility based on that finding. This policies and procedures included in the Residence and Greek Life Handbook are supported by and incorporate by reference the Illinois Institute of Technology Student Code of Conduct.

Student Conduct Learning Goals

Through encounters with the student conduct process, students will:

- Gain a better understanding of the consequences and potential consequences of their personal actions, while learning the purposes of institutional policies.
- Realize the broader impact of their choices both personally and professionally, and use their experiences to make better decisions for the future.
- Contribute positively to the university community and beyond while respecting he dignity of all persons and exhibiting a willingness to learn from the differences in people, ideas, and opinions.

How the Conduct Process Works

When an IIT faculty, staff member, resident, or any other community member observes or is made aware of what they believe to be a violation of IIT policies, that person is asked to (a) provide information for, or (b) complete an Incident Report (IR) describing the alleged violation. If involved, Residence and Greek Life staff members will identify themselves, request identification from all participants, communicate what policy/policies have allegedly been violated, and ensure that inappropriate behavior has ceased. A conduct officer (including but not limited to: Residence Hall Directors, Director of Residence Life, Director of Student Conduct, Greek Life Coordinator, or other staff as designated by the Dean of Students) will review the reports in a timely manner, and decide upon an appropriate action. When a policy violation occurs during finals week and the resident has been provided a contract for the upcoming semester/year, the resident may be required to meet with a staff member to discuss the alleged violation in order to execute their contract. Failure to do so may place the resident's contract and/or building access on hold.

The following is a brief overview of the Student Conduct Process within RGL facilities:

- An incident is reported to, or discovered by, the university;
- The issue is documented in an Incident Report submitted through Residence and Greek Life, the Dean of Students Office, and/or Public Safety.
- The Incident Report is given to a conduct officer to review the case and meet with the involved student(s), if necessary.
- The designated conduct officer will contact the student(s) by e-mail to schedule an appointment for an initial meeting. If the student does not respond within three (3) days of the meeting request or does not attend the scheduled meeting, the conduct process moves forward without the student's involvement.
- During the conduct meeting, the student(s) will have the opportunity to explain their involvement in the incident. The conduct office will review the report and any available information. The officer will explain the overall conduct process and the student's options for resolution.
- If a student admits responsibility, the conduct meeting will be closed upon completion of a hearing waiver; the student will receive a sanction letter by email within three (3) business days of signing the waiver.
- If more information is needed, or if a student disputes violating policy, the conduct officer will forward the case to an upper-level administrator for a hearing. The designated administrator will schedule a hearing, where either an administrator or judicial board will decide upon the student(s) responsibility in the incident and assign appropriate sanction(s).
- A student involved in a hearing will typically receive the outcome decision by e-mail within five (5) business days of the hearing; in some situations, the decision may be delayed, dependent upon several factors.
- The case file is not closed until the obligations of the student(s) have been met as set forth by all sanctions.

During a Conduct Meeting

During a Conduct Meeting the student will have the opportunity to:

- Review the incident as reported to conduct officer and hear alleged policy violations.
- Present a personal account of the incident in question and other relevant information.
- Ask questions related to the incident and/or the Conduct Process.

The conduct officer will make the best determination possible of the student's involvement based on the Incident Report(s), relevant information from the conduct meeting, and, if needed, the outcome of any further investigation.

After a Conduct Meeting

A student who has closed their case via the "Admission by Student" policy of the IIT Code of Conduct will receive an email that will contain:

- The specific policy/policies that were violated.
- Any behavioral sanctions issued in response to the violation(s) of these policies.
- Instructions regarding how to appeal any sanctions and the deadline for filing an appeal.
- A student who has chosen or been assigned a hearing will receive an email with information regarding the date, time, and location of their hearing, as well as any pertinent information regarding evidence submission and witnesses.

All documentation relating to a resident's involvement in the Conduct Process will be kept in the student's conduct file. Individuals with concerns about confidentiality are encouraged to read our FERPA statement on page 83 or speak with their conduct officer regarding these concerns.

The Appeals Process

Residents have the right to appeal a decision made within the conduct process. An appeal must be based on at least one of the three following criteria:

- Appropriate procedures were not followed.
- The sanction(s) imposed is/are inappropriate for the offense.
- New evidence that was not available at the time of the decision has become available.

All appeals must be received within five (5) business days of the sanction being issued. Appeals must be submitted in writing to the staff member listed in the appeals section of the Conduct Hearing Outcome Notification. Supporting information must be submitted with the appeal. An appeal submitted after the deadline will not be considered. The administrator who hears the appeal will contact the resident and inform that resident of the decision regarding the appeal. The administrator may or may not request to meet with the student. The administrator hearing the appeal may decide to uphold the original decision, change the original decision to a sanction of greater or lesser severity, or overturn the original decision completely.

For more information on the Appeals Process, please visit: *iit.edu/student_affairs/handbook*

Common Sanctions in Response to Conduct Violations

The IIT Student Conduct Process directly connects to the Residence and Greek Life Room and Board Contract signed by each resident. The list that follows covers a wide range of sanctions and Contract Actions that may result when a resident is found responsible for having violated a policy as outlined in the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies. It is important for residents to note that sanctions do not always occur in a step-by-step or linear progression, (e.g. a resident may be placed on Contract Probation or have their contract terminated on the first violation, when appropriate). *The list is not all-inclusive; a Residence and Greek Life staff member or other Conduct Officer may determine and assign an appropriate sanction at the Conduct Officer's discretion.*

Contract Status Sanctions

Warning Status

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies. A written statement from a conduct officer expresses disapproval of conduct and warning, and will serve as notification that continued behavior of this kind may result in further Contract Action.

Contract Probation

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies. This results in a conditional retention of resident status for a specified period of time. During the probationary period, any additional policy violations may result in further Contract Action; the resident may also be excluded from participating as a representative of Residence and Greek Life through employment.

Deferred Contract Termination

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies and is in danger of having their contract terminated (i.e. any additional policy violations while on Deferred Contract Termination will likely result in immediate Contract Termination, meaning removal from the residence halls and permanent/temporary banned guest status). The resident's contract is at Non-Renewal Status (meaning the resident will not be allowed to live in the residence halls minimally one year from the end date of the residents' contract). During the time the resident is on Deferred Contract Termination level, the resident may be excluded from participating as a representative of Residence and Greek Life through employment. This sanction is for serious/repeated violations.

Contract Termination

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies. This violation will result in a permanent exclusion from all Residence and Greek Life facilities. A permanent record of the contract termination is maintained by Residence and Greek Life. The resident will no longer be permitted to enter or use Residence and Greek Life property. Should the resident appear in any areas heretofore mentioned, the resident will be subject to arrest. Contract Termination is a sanction reserved for serious or repeated policy violations, especially those related to the Serious Rule Violations.

Resident Responsibility for Contract Cancellation/Termination Costs

If a resident is found in violation of Residence and Greek Life or IIT Policies, the Student Code of Conduct, or Local/State/Federal Laws, which result in an Administrative Contract Termination, or otherwise cause the resident's contract to be canceled, the resident will be financially responsible for the remainder of the resident's Room and Board Contract and/or any fees associated with contract cancellation/termination. The resident must pay all associated fees by the deadline(s) designated by the Office of Student Accounts to avoid holds being placed on the resident's Student Account. (Please refer to Cancellation Policy on page 31 and Bills and Payments on page 8.)

Contract Action

The resident is given license to occupy the assigned space under the terms and conditions of the resident's Contract. Violations of any part of the IIT Code of Conduct, Rules and Regulations, and/or other Residence and Greek Life/IIT Policies may subject the violator to Contract Action, University Action, and/or Police Action as appropriate. A resident involved in a violation of these Rules and Regulations and/or Policies or those of the University and the laws of the State of Illinois will be informed of the charges against the resident, as well as the right to appeal. Contract Action may include but is not limited to, the following sanctions: Warning Status, Contract Probationary Status, Administrative Move, Deferred Contract Termination, and Contract Termination. Continued or serious violation of these Rules and Regulations and/or Policies by a resident or their guest(s) is considered a breach of contract and may result in the termination of the resident's Contract. Said termination is not considered a denial of the individual's right to an education. Contract Action is separate from University Disciplinary Action, or criminal prosecution, although an individual may be subject to any or all of these actions if circumstances warrant.

Other Sanctions

Written Reprimand

A resident is sent a letter that that serves as a "Written Reprimand." This generally occurs when a Residence and Greek Life staff member encounters a prohibited item within a room (like an appliance or candle, etc.) or for behavior in an incident that the administrator determines does not call for a meeting, but does warrant a letter that addresses the behavior. Residents who believe this written reprimand to be in error should Residence and Greek Life for clarification.

Educational Sanctions

Conduct officers strive to ensure that most sanctions for conduct violations are educational for the party/parties involved. Educational Sanctions might include: brief written/research assignments, attendance at a specific conference/event, participation in a service event, etc. A student who has been found responsible for a policy violation may also suggest an educational sanction the conduct officer feels is appropriate. (Subject to administrator approval)

Monetary Fines

Some policy violations carry required minimum sanctions, including certain fees to be assessed to the Student Account(s) of the responsible party/parties. These sanctions are outlined in the IIT Student Handbook, available here: ***iit.edu/student_affairs/handbook***

Mandatory Participation in Alcohol-Wise or Under the Influence

Alcohol-Wise is a 1-hour online alcohol abuse prevention course designed specifically for use on college campuses for first-year students and other high-risk groups. Under the Influence is a 3-hour online intervention course used as a sanction for on-campus student alcohol violations, such as underage drinking or public intoxication.

Referral to Student Health and Wellness Center Counseling Services

In cases where a resident has exhibited behavior that is cause for concern, such as talk of self-destructive behavior, the conduct officer may refer the resident to the Student Health and Wellness Center for further evaluation or possible counseling. Refusal by a resident to cooperate with the reasonable requests of the staff regarding the resident's disruptive and potentially dangerous behavior could result in Contract Action.

Administrative Move

This sanction is used most often for, but not limited to, instances where a resident's behavior has adversely affected community members or when a negative community atmosphere may be contributing to the resident's behavior. This sanction is also imposed when a resident has violated an official roommate or suitemate agreement (a roommate/suitemate agreement is considered official when a Residence and Greek Life staff member was present to assist in its development). Should the resident choose to continue in disruptive behavior, further Contract Action may be imposed.

Loss of Privileges – Host or Guest/Visitor

Guests/visitors are not guaranteed access to Residence and Greek Life facilities, and may lose the ability to visit designated areas (or all Residence and Greek Life property) if it is determined that they have violated Residence and Greek Life Rules and Regulations and/or Policies.

While Residence and Greek Life encourages residents to utilize the Guest/Visitor Registration process and host guests/visitors, they must do so in a manner that meets expectations established by the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies and those shared by the resident's roommate(s), suitemate(s), and/or apartment-mate(s). Residents are not guaranteed the ability to host guests/visitors. Because a resident is responsible for their guests/visitors, policy violations by guests/visitors can impact a resident's ability to be a host. Residence and Greek Life can revoke a resident's host privileges for an established time period.

Loss of Privileges – General

A loss of privileges can include restricted access to certain areas, programs, etc. Residence and Greek Life can also prohibit a resident from having contact of any sort with another member of the Residence and Greek Life community.

Confiscation of Items that Violate Rules and Regulations

This can include: stereo and/or musical instruments in cases where behavior has disrupted community, alcohol in cases where resident is under 21, and other prohibited items as outline in the IIT Code of Conduct, Rules and Regulations and/or other Residence and Greek Life/IIT Policies. (For more information, see C5 | Confiscated Items on page 57)

Restitution to University

The resident may be charged for any damages, lost property, or unnecessary service costs caused by the resident or the resident's guests to Residence and Greek Life property, whether due to intent, accident, or neglect.

Common Area Damages and Damage Billing

Lounges and other common areas (elevators, hallways, kitchens, restrooms, storage areas, stairwells, lobbies, etc.) are inventoried for damage prior to occupancy for the Fall Semester. Damage (e.g. furniture damage/loss, extensive housekeeping, or damage to building fixtures/surfaces, etc.) to common areas may be billed to the Student Accounts of members of the floor, building, or complex equally unless the person(s) responsible can be identified.

Non-Issuance of Future Housing Contracts

Resident has demonstrated (by behavior that consistently violates the Residence and Greek Life Rules and Regulations and/or Policies) that they are not a positive addition to the community. The resident will not be issued future housing contracts.

Other

The following are examples of other sanctions, which can also be assigned. Additional sanctions may be determined at the discretion of the conduct officer. These sanctions may include, but are not limited to:

- Writing a brief essay about specific section(s) of the Residence and Greek Life Handbook
- Making signs or bulletin boards
- Assisting staff with a project
- Participation in an IIT program
- Writing a letter of apology
- Going to a campus office, etc.

Banned Guests/Visitors

A banned guest/visitor is a non-resident or previous resident deemed disruptive to the population of the residence halls. The person is not allowed to enter Residence and Greek Life facilities for either a specified time or indefinitely and will receive a written statement (sent to the address provided during guest registration or otherwise obtained by Residence and Greek Life) from an administrator regarding that person's status. Because it is officially considered trespassing, should the person appear in the residence halls or apartments, that person may be subject to arrest.

Serious Rule Violations

Some behaviors and policy violations may result in immediate contract termination. In general, these include behaviors that cause harm to one's self or to others, threaten harm, are potentially harmful, or represent a risk to persons or property, which is unacceptable to residence hall living. The following are behaviors and/or policy violations that may result in immediate contract termination. Examples of these behaviors and policy violations include, but are not limited to:

1. The accidental or intentional setting of a fire.
2. Placing false fire alarms or tampering with firefighting/detection equipment (e.g. smoke detectors, audible alarms, strobes, screamer boxes, sprinkler heads, extinguishers, etc.)
3. Possession, use, sale, or intent to sell narcotics or dangerous drugs, and/or marijuana.
4. Possession of a dangerous weapon.
5. The accidental or intentional throwing, dropping, and/or falling of any objects out of a building window or off the window ledge; the placing of items on the exterior window ledge; the climbing into, out of, or on the buildings or walking upon the roof of the building, except in case of emergency (as directed by Residence and Greek Life staff).
6. Violent behavior toward another person.

Good Samaritan Provision

In order to encourage students to seek help for another IIT community member in critical situations by contacting the appropriate administrative department or authority (Public Safety, Residence and Greek Life, Office of Student Affairs, Counseling Center, or 911 Services), a student who seeks assistance for another IIT Community Member, who is experiencing a drug or alcohol emergency, will not be subject to disciplinary action by Residence and Greek Life. *This provision applies only to individuals, not organizations.*

This policy is not meant to promote unlawful or dangerous drug/alcohol use among students. Rather, it is intended to provide a "Good Samaritan" provision within the Code of Conduct to encourage responsible reporting to an appropriate authority when a student is in need of help. Accordingly, it is expected that any reporting will be done in good faith. The Dean of Students or the Dean of Students designee will investigate the circumstances involving the request and may also require a reporting student to participate in drug or alcohol abuse education or counseling.

Reporting pursuant to this policy will be monitored; the Dean of Students retains the authority to pursue, in accordance with the Code of Conduct and applicable law, disciplinary action and/or contact the parents of students who abuse the Good Samaritan Provision.

For more information, refer to the IIT Student Handbook: *iit.edu/student_affairs/handbook*

RULES AND REGULATIONS | A-Z

A1 | ALCOHOL

IIT encourages the responsible use of alcoholic beverages within the campus community. These are the established guidelines regarding the possession and consumption of alcohol in the residence halls.

- If alcohol is being consumed or possessed, all people present must be 21 or older, in accordance with Illinois State Law.
- Alcohol containers (even empty containers) may not be used as decoration.
- Guests (regardless of age) cannot bring alcohol into the residence halls.
- Common source containers of alcohol or mass consumption devices (e.g. kegs, barrels, beer bongs, etc.) are not allowed.
- No alcohol or alcohol containers are allowed in common areas.

a. Individuals (including guests) who are not of legal drinking age are prohibited from consuming, possessing, or being in the presence of alcoholic beverages in the residence halls or areas immediately surrounding the residence halls.
b. If all assigned residents to a residence hall room are under 21, the possession or consumption of alcohol is prohibited within that room at all times regardless of the age of any guest or visitor.
c. Individuals over 21 may not consume alcohol in a room when a person (student, visitor, or guest) under 21, who is not assigned to that room, is present.
d. Any person (student, visitor, or guest) under 21 may not be present in a room where alcohol is being consumed, unless it is that person's assigned place of residence and they are not consuming or possessing alcohol.
e. All people present in a room or area where an alcohol violation has occurred will be considered in violation, whether or not they have personally consumed alcohol.
f. Empty alcohol beverage containers may not be possessed by underage residents (this includes items used for decorative purposes), or present in a space where not all people present are 21 or older.
g. Residents who are of legal drinking age may not purchase and/or sell alcoholic beverages to residents that are underage.
h. Guests who are of legal drinking age may possess and consume alcoholic beverages in the room of a host that is 21 or older. If a guest 21 or older is in possession of alcohol in an area other than the permitted specified location, the guest will be documented and asked to dispose of the alcohol. Provided that the guest is compliant and has not infringed upon any other polices, said guest will not be banned from the residence halls.

i. Guests are prohibited from bringing alcoholic beverages into the residence halls. Guests who attempt to bring in alcohol may not be allowed entry to the residence halls until a Residence and Greek Life staff member is able to process the incident.
j. Distribution from or possession of common source containers (e.g. barrels, bowls, jugs, beer-bongs, kegs or mini-kegs, wine boxes, etc.), are not permitted and will be disposed of by residents or guests present during the policy violation under the direction of Residence and Greek Life staff.
k. Consumption or possession of open alcoholic beverages or empty alcohol containers, other than for purposes of recycling empty containers, by residents or guests in hallways, lounges, community kitchens, elevators, stairwells, corridors, basements, roof decks, the MSV courtyard or public areas is prohibited.
l. Kitchens in Carman, Gunsaulus, and SSV South are considered common areas. Alcohol is not permitted in these areas (including the refrigerator) if all residents and guests in the suite/apartment are not of legal drinking age.
m. Transport of alcoholic beverages to a resident's room from outside the building is only allowed by persons who are 21 years of age and older. Containers must be closed.
n. Transport of open alcohol containers (including alcoholic beverages in cups) from room to room or apartment to apartment is prohibited.
o. The playing of "drinking games" or other activities that increase the risk of excessive intoxication (such as beer pong, flip cup, etc.) is prohibited in the residence halls no matter the age of the residents or guests.
p. A resident, visitor, or guest who consumes alcohol off campus and returns to campus intoxicated and poses a danger to themselves or others, causes a disturbance, or otherwise violates IIT policies, may be documented for violating the alcohol policies.
q. Excessive alcohol consumption to be a form of self-harm that negatively impacts both the individual and the greater community. *Residence and Greek Life reserves the right to contact medical personnel if deemed necessary.*

If you, or another student, are struggling with alcohol or drug abuse, please utilize Student Counseling Services for support. You can contact the Student Health and Wellness Center at (312) 567-5900 or visit: *iit.edu/shwc*

A2 | Appliances

Residence and Greek Life provides certain appliances in on-campus apartments. Additionally, residents are permitted to provide certain other appliances for their own use. These appliances are subject to restrictions determined by safety and health considerations. Students are expected to clean appliances in their units regularly. Malfunctioning appliances should be reported to Residence and Greek Life by submitting a Maintenance Request. (For more information, see Maintenance Requests on page 24)

Residents are responsible for maintaining the cleanliness of their appliances and unit. Appliances should be used and stored in such a way that they do not cause damage to rooms/apartments. In MSV, residents should be mindful not to place appliances on windowsills or on top of HVAC units, as spills may cause damage to HVAC units.

Stoves and Ovens

Electric or gas cooking ranges are provided in on-campus apartments as well as select community kitchens. Residents should closely monitor food while it is cooking and ovens/stoves should be turned off when not in use. Cooking ranges are intended for cooking/baking and should not be used as an additional heat source.

If you smell gas in your apartment/building, leave and contact Public Safety at: ***(312) 808-6363***

Refrigerators

Residence and Greek Life provides refrigerators in apartment-style units and may only be supplemented by additional refrigeration units with prior written approval. Students residing in residence hall units without refrigerators may bring their own mini-fridge or rent a MicroFridge (one per unit). Mini-fridges should not exceed 3.0 ft^3 (or 4.0 ft^3 energy star rated) and should not draw more than 2.0 amps. One (1) refrigerator is permitted per unit. Refrigerators are not to be placed in closets or stacked on furniture, and should be kept in the open areas of the room. Students who wish to rent a MicroFridge may visit: ***bedloft.com***

Prior to winter break (or any extended period during which the resident expects to be absent from their room), the refrigerator should be unplugged, emptied, defrosted, and cleaned. Do not unplug refrigerators provided in GU, CH, and SSV.

Microwaves

Microwaves are provided in apartments in SSV South, MSV floor lounges, SSV community kitchens, and the first floor lounge in Gunsaulus Hall. Students living in Carman or Gunsaulus Hall may bring their own microwave, provided that there is only one microwave per unit and it is stored and used in the kitchen area. Residents in residence hall units without kitchens may only have a microwave if it is part of a MicroFridge unit rented through ***bedloft.com***. One MicroFridge is permitted per unit.

Other Appliances

Permitted in all residence hall/apartment units:

- Coffee Pots, Electric Tea Kettles, and Popcorn Poppers are allowed if they do not have an exposed burner.
- Rice Cookers (≤6 cups, no locking lid)
- Crock Pots (≤4 quarts, no locking lid)
- Stereos/Radios
- Personal Computers
- Televisions
- Hair Dryers
- Lava Lamps
- Fans (Box/Tower/Rotating)
- Humidifiers
- Dehumidifiers (Provided by RGL)
- Vaporizers
- Vacuum Cleaners
- Refrigerators (Compliant w/ policies)

Permitted only in units with kitchens (provided items are stored/use within kitchen):

- Toasters/Toaster Ovens
- George Forman (electric) grills
- Hot plates
- Deep Fryers
- Waffle Irons
- Microwave Ovens

All permitted items must be in proper operating condition, free of frayed cords or other issues, which might cause an otherwise safe item to become a fire or safety hazard. Permitted items should have an automatic shutoff feature (when appropriate) and/or be turned off when not in use or monitored. All wiring should be UL-certified and properly grounded. All appliances must only be used in the manner/conditions in which they were intended.

The resident assumes financial responsibility for any damage to university property and/or any other residents' property caused by appliances provided by a resident.

Residence and Greek Life reserves the right to prohibit and/or remove any item(s) determined to be a potential fire hazard or otherwise damaging to RGL facilities.

For more information, see F1 | Fire Safety on page 64.

B1 | Beds and Lofts

Residents may not construct their own lofts. Residents of MSV, CH, GU, or SSV South who wish to loft their bed must rent a loft from ***Bedloft.com*** (For more information, see Lofts on page 22)

a. Homemade lofts (or lofts rented from a vendor other than BedLoft) are not allowed.
b. Beds bunked or raised above the level of the windowsill may not be placed parallel to the window in a manner that might enable accidental falling against the window/screen.
c. Lofted or bunked beds must be at least 18" below any sprinkler heads, sprinkler pipes, or heating/air conditioning vents or pipes.
d. Residents who choose to loft their beds may be subject to having said loft inspected.
e. Waterbeds are prohibited.
f. The desk chair and other furniture are not designed to be used as a ladder to access a loft. Damage to the chair or other furniture will be charged to the resident.
g. The resident agrees to sole liability for all damages and injuries as a result of their construction of any other room/bed modifications.
h. No furniture may be removed to accommodate lofts; bedposts must be stored in the room to which they are assigned.
i. Due to furniture configurations, lofts are not offered in SSV Middle or North (as of 2015).
j. Lofts must be dismantled and bedposts reinstalled prior to checking-out.
k. Bunked beds should be 'unbunked' prior to checking out.
l. Any non-approved lofts will need to be removed by the resident immediately and may result in fees or charges assessed to the resident.

B2 | Bicycles

It is recommended that bicycles be stored in the areas provided outside of the residence halls in a manner as not to obstruct free passage of pedestrians and vehicles.

a. Bicycles may not be chained/locked to anything except the bike racks provided.
b. Bicycles may not be left on bicycle racks outside of contract dates.
c. Bicycles left on-campus outside of a resident's contract dates may be removed, donated, and/or disposed of at the discretion of IIT staff.
d. If bicycles are stored in a room, suite, or apartment, they must be stored in a manner that does not obstruct safe exit of the room, suite, or apartment in case of emergency.
e. Bicycles should be registered.
f. Bicycles may not be ridden inside the residence halls or other campus buildings.

C1 | Canvassing, Peddling, or Solicitation

Under no circumstances will anyone other than Residence and Greek Life or University staff members be allowed to canvass, peddle, or solicit door to door within the residence halls (this includes all resident and common areas). This includes placing flyers or door hangers throughout the residence halls. Persons interested in hanging flyers or door hangers must contact the Office of Campus Life (OCL) for a complete list of guidelines for flyer approval, etc. The number for the Office of Campus Life is (312) 567-3720. Generally speaking, residents and student organizations are encouraged to advertise events throughout the residence halls. The following guidelines apply to postings within the residence halls:

a. All postings must be approved by the Office of Campus Life.
b. *Postings larger than 11x17 inches must also be approved by Residence and Greek Life.*
c. Postings must be for a specific event with a specific date and must be removed within 48 hours after the event. Semester-long postings are not permitted.
d. Approved postings may be posted immediately by the student(s) or organization(s) responsible or turned into Residence and Greek Life to be posted within 72 business hours. Postings submitted less than 72 hours before an event may not be posted.
e. Residence and Greek Life may require contact information be provided with postings.
f. Only one (1) approved posting per event may be posted in designated posting areas as outlined in the posting policy. (See Advertising and Events on page 7.)
g. Advertisements/postings may not be placed on Community Desks.
h. Advertisements/postings may not block windows, doors, or security cameras.
i. Advertisements for off-campus housing options are strictly prohibited within the residence halls/apartments, even if approved for posting by the Office of Campus Life.
j. Postings may not include offensive or derogatory language or images.
k. Organizations not in compliance with guidelines will be reported to OCL. Students not in compliance may lose posting privileges and may be subject to the Conduct Process.
l. Only masking or painters tape should be used to hang postings. The costs associated with damages caused by postings may be assessed to the responsible party/parties.
m. *In the interest of sustainability, students and organizations are encouraged to take advantage of the Media Boards located in the residence halls. To add a slide to the Media Boards, please email your posting as a PowerPoint slide to* ***housing@iit.edu***
    i. *Media Board slides are subject to all posting policies.*

Residence and Greek Life reserves the right to remove any signs, flyers, or other postings that do not comply with these guidelines or the Campus Life posting policy. *Posting policies are subject to change; please contact Residence and Greek Life with any questions.*

The apartments, residence hall rooms, or any common space are allocated as residential space. Residents may not run private businesses, other commercial endeavors, or solicit sales from apartments/suites/rooms (examples: hair-cutting, MaryKay, Avon, etc.). Use of university telephones, email, and mailboxes for private business/commercial endeavors is prohibited.

Solicitation on behalf of political candidates within apartments/residence halls is prohibited.

C2 | Community Inspections

Residence and Greek Life staff performs Community Inspections of every campus housing room and apartment at least once per academic term. (See E3 | Entry to Room, Suite, and/or Apartment on page 62) Instructions requiring compliance with policies must be followed or disciplinary action will be taken. Residents will receive notice of the inspection period and written notice of the inspection results. With regard to room cleanliness, acceptable health and sanitation practices must be observed. Residents may be assessed fees at any point if Residence and Greek Life staff determines cleaning or repairs are needed. (See R5 | Room and Suite/Apartment Care on page 79)

Excessive unit damage or poor cleanliness can result in a resident losing their eligibility for campus housing or disciplinary action. Prohibited items will be confiscated and held until the end of the academic year. Confiscated items will be disposed of on or after the first day of June each year, if not retrieved by the owner. Residence and Greek Life assumes no responsibility for the damage or loss of confiscated items. Illegal items or substances will be confiscated by Public Safety or Chicago Police. (For more information, please see C5 | Confiscated Items on page 57)

C3 | Community Standards

Residents of individual floor communities may, by majority vote, create and/or adjust some policies for that floor. Due to the unique layout of SSV, Carman, and Gunsaulus, residents of an apartment/suite may also determine Community Standards for an individual apartment/suite.

a. Community Standards must be voted upon during an advertised floor meeting at which ¾ of the residents of that floor (including the Resident Advisor) are present.
b. Implementation of a Community Standard is subject to the approval of the Resident Advisor of the floor and the Residence Hall Director of the building/complex.
c. Community Standards may not infringe upon the individual rights of any resident.
d. Community Standards may not violate any Residence and Greek Life or IIT policies.
e. Certain policies may not be adjusted under the Community Standards policy; for example, community bathrooms in MSV may only be used by persons of the gender for which that bathroom is designated.
f. During finals week, 24-hour Quiet Hours are always in force and may not be adjusted by Community Standards. (See N1 | Noise on page 75)
g. Residence and Greek Life reserves the right to deny, change, or suspend any and all Community Standards.

C4 | Computers

Residence and Greek Life supports/upholds all federal and state laws applicable to resident computer usage in cooperation with the Office of Technology Services. For more information, please visit: ***iit.edu/ots***

C5 | Confiscated Items

Residence and Greek Life reserves right to confiscate any items that violate and/or are used to violate any IIT/Residence and Greek Life Policies and/or state/federal law. In instances in which an item violates sate/federal laws, Public Safety and/or Chicago Police may be involved.

Residence and Greek Life staff may also remove personal items left in common areas or items left in rooms outside of contract dates. Items confiscated by Residence and Greek Life may be stored at the discretion of Residence and Greek Life until the **first day of June each year**, after which, the items will be donated or disposed of.

In most cases, when an item is confiscated, the resident will receive a confiscation receipt, which they must supply along with identification to receive confiscated items. Upon having a confiscated item returned, the resident must provide sufficient proof that the item is being removed from Residence and Greek Life facilities. Residence and Greek Life reserves the right to withhold confiscated items until such a date that removal from campus can be guaranteed, for example the end of a Room and Board Contract. *Items such as alcohol that are involved in a policy violation will not be confiscated/stored, instead, residents will be required to dispose of the alcohol by pouring it down a drain while supervised by staff.*

Residence and Greek Life assumes no responsibility for the damage/loss of confiscated items.

C6 | Cooking

Residence and Greek Life encourages residents who choose to cook in the residence halls, to do so in a safe and responsible manner. Please see the following guidelines for cooking in the halls:

a. Cooking should only occur in designated kitchen areas.
b. Micro-fridges may only be used as approved.
c. A microwave can be found in each floor lounge in MSV and in each kitchen in SSV.
d. Residents in Gunsaulus and Carman may provide their own microwave, provided it is stored and used only in the kitchen area. (Only one (1) microwave is permitted per unit.) Apartments in SSV (including studios in SSV North and Middle and apartments in SSV South) include microwaves in the kitchen area.
e. Hot pots and any other appliance with an exposed heating element are prohibited in MSV and SSV units without kitchens. These items are permitted only in units with kitchens and must only be stored and used in the kitchen area.
f. There are two charcoal grills located in the MSV and GU courtyards. Residents using the grill must provide charcoal. There are six rooftop decks in the SSV complex. Use of charcoal/gas grills and any other cooking devices is strictly prohibited on rooftop decks. Grills and charcoal may not be used or stored within the residence halls.
g. Residents should not leave appliances (while in-use) or cooking food unattended.

For more information on cooking and appliances in the residence halls, please see Community Kitchens on page 12 and A2 | Appliances on page 52.

D1 | Damages and Charges

Abuse of university property within the residence halls may result in expenses beyond funds allocated for regular repair and upkeep. The resident agrees to pay for any damages, lost property, or unnecessary service costs caused by the resident or the resident's guests/visitors, either due to accident, neglect, or intent to the residence rooms and common areas.

a. **Apartment/Room/Suite Damages:** A resident is responsible for any damage or loss that occurs during the resident's occupancy. A resident retains occupancy of a room, suite, or apartment from the moment the key is picked up until the key is returned. (An SSV resident retains occupancy from the start date of their contract until the resident checks out.) (See Check-In and Check-Out Forms and Procedures on page 29) Any damage to room, suite, or apartment furniture, fixtures, and/or facilities will be billed to the person(s) responsible, or if the person(s) responsible cannot be identified, the charges will be divided equally among members of the room, suite, or apartment. (For more information, see R4 | Room Condition Forms on page 78)
b. **Common Area Damages:** Lounges and other common areas (elevators, hallways, kitchens, restrooms, storage areas, stairwells, lobbies, etc.) are inventoried for damage prior to occupancy for the fall semester. Damage (e.g. furniture damage/loss, extensive housekeeping, or damage to building fixtures/surfaces, etc.) to common areas may be billed to the Student Accounts of members of the floor, building, or complex equally unless the person(s) responsible can be identified.

Residence and Greek Life assesses fees for reasons including, but not limited to the following:

- Damages
- Disciplinary/Conduct Sanctions
- Early Arrival/Improper Check-In
- Late Departure/Improper Check-Out
- Lock-Outs
- Policy/Contract Violations

Fees assessed by Residence and Greek Life will be posted to the resident's Student Account and payment must be made through the Student Accounts Office. (See Fee Assessment on page 19)

Any resident who is assessed a fee by Residence and Greek Life will be notified by email. (See O1 | Official Notification on page 76) The email will specify the amount of and the reason(s) for the fee(s) being assessed. Instructions for submitting an appeal will be included, if applicable.

An outline of Damage Billing fees is available online at: ***web.iit.edu/rgl/maintenance***

D2 | Disorderly Conduct

Disorderly conduct within or immediately surrounding the residence halls is not permitted. Individuals are in violation of the disorderly conduct policy when engaging in the following types of behavior, knowing or having reasonable grounds to know, that it will or potentially could tend to alarm, anger, harm, or disturb others, or provoke an assault or breach of peace.

a. Engage in brawling, fighting, or prank activities
b. Use offensive, obscene, or abusive language (written or verbal), or engage in conduct that would reasonably tend to arouse alarm, anger, fear, or resentment in others
c. Threaten, harass, sexually harass, or endanger the health, safety, or welfare of a member of the university community
d. Conduct themselves in a disorderly manner so as to disturb or threaten the public peace, even without unlawful purpose
e. Behavior such as public urination, “streaking”, “mooning”, “flashing”, or any other sexual act, indecent exposure, or display in a public area is prohibited
f. Harassing or demeaning materials should not be posted outside of a common area door. Materials posted within a room, apartment, or suite must be approved by all residents of the room, apartment, or suite
g. Unauthorized production of audio, video, or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to: residence hall rooms and restrooms. This includes the use of devices such as digital cameras, cell phones, Google Glass, iPads/tablets, etc. For safety reasons, Residence and Greek Life has security cameras installed in public areas.
h. Laser pointers (or other types of commercially distributed concentrated source of light, excluding flashlights) may only be used for the intended purpose in presentations and programs within the residence halls. Misuse and inappropriate use include, but are not limited to: shining the light on a person coming in or out of a building or within a residence hall, pointing the light through a window, and/or using the laser pointer to threaten or intimidate.

D3 | Domestic Violence

Under the Illinois Domestic Violence Act: any person who physically assaults (which includes but is not limited to: hitting, choking, kicking, shoving, raping, or destruction of personal property), threatens, harasses, exploits, neglects, deprives, intimidates dependents, stalks, or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law.

Under Illinois law family or household members are defined as:

a. Family members related by blood
b. People who are married or used to be married
c. *People who share or used to share a home, apartment, or other common dwelling*
d. People who have or allegedly have a child in common or a blood relationship through a child in common
e. People who are dating or engaged or used to date, including same sex couples
f. People with disabilities and their personal assistants

Residence and Greek Life staff may contact IIT Public Safety and/or Chicago Police and identify any suspected perpetrator or victim of domestic violence.

If you or someone you know is the victim of domestic violence, please contact the Office of Public Safety by calling (312) 808-6300 or visit: *iit.edu/public_safety*

D4 | Drugs

Drug possession and use is strictly prohibited by Residence and Greek Life, and the following actions are prohibited:

a. The use or possession of any illegal drug or controlled substance (including marijuana) in and around Residence and Greek Life facilities.
b. Being present in a room or area where drugs are being used or possessed (all people present will be held responsible for the behavior and/or the objects in the area even if they are not engaging in drug use or possession of paraphernalia).
c. The possession of any drug paraphernalia, including but not limited to bongs, 'blowtubes', pipes, and homemade devices.
d. The use of Residence and Greek Life facilities to manufacture, process or distribute any drug, controlled substance, or drug paraphernalia.
e. Improper use of prescription or "over-the-counter" drugs (such as Adderall, Oxycontin, etc.) is prohibited. This includes being in use or possession of prescription drugs prescribed to another person.
f. Possession, use, or sale of narcotics or dangerous drugs and marijuana is prohibited. Violation of this rule is one of the Serious Rule Violations and offenders are subject to relevant legal action under Illinois statutes and Immediate Contract Termination.

A Resident found to be in possession, use, or sale of narcotics or dangerous drugs, including marijuana within and around Residence and Greek Life facilities, will have their Room and Board Contract terminated immediately and will be responsible for all cancellation terms of the contract. (See Resident Responsibility for Contract Cancellation/Termination Costs on page 46)

If you, or another student, are struggling with alcohol or drug abuse, please utilize Student Counseling Services for support. You can contact the Student Health and Wellness Center at (312) 567-5900 or visit: *iit.edu/shwc*

E1 | Elevator Use

Elevator use is a daily occurrence for many residents and their guests. Residence and Greek Life employs countless measures to ensure that each elevator ride is safe. Residents and their guests play a major role in keeping elevators safe.

a. Damage to elevators including, but not limited to pushing doors open, putting foreign objects in tracks, or otherwise obstructing the movement of elevator parts is prohibited.
b. Overloading of the elevators is prohibited. Residents and their guests are expected to follow posted guidelines for weight limits and use good judgment when using elevators.
c. Damage to elevator walls, ceilings, floors, buttons, etc. is prohibited. All costs associated with elevator damage/repair will be assessed to the responsible individual(s).
d. General vandalism or littering within the elevators is prohibited.

E2 | Email

All IIT, Shimer, and VanderCook students are provided with a university email address. This email address is intended for academic and/or social purposes and should not be used for commercial purposes and/or financial gain. (For more information, see C1 | Canvassing, Peddling, or Solicitation on page 55)

A resident who sends an email to or from a university email address, which violates any policy listed in the Residence and Greek Life Handbook or IIT Student Handbook, is in violation of said policy. (For more information on Residence and Greek Life communications, see O1 | Official Notification on page 76)

E3 | Entry to Room, Suite, and/or Apartment

Entry to a resident's room, suite, or apartment is restricted to the resident(s) assigned to that space. Entry to a room, suite, or apartment by a non-Residence and Greek Life staff person not assigned to a particular room, suite, or apartment without receiving permission is prohibited.

Residence and Greek Life appreciates residents' desire for privacy and will do all it can to protect the privacy of individual residents. It is, however, occasionally necessary for Residence and Greek Life to exercise its contractual right to enter the rooms, suites, and/or apartments of residents. Residence and Greek Life staff members may enter a room only for job-related purposes and shall adhere to the policy of the department that entrance to residents' rooms by Residence and Greek Life staff is kept to a minimum to assure the occupants' privacy. Residence and Greek Life staff members will always announce themselves and allow residents the opportunity to grant access prior to keying-in for job-related purposes.

The room and/or apartment door should be locked for security purposes. Residence and Greek Life staff may allow other University staff members, including IIT Public Safety, to enter a room, suite, and/or apartment in an escorted manner for the purpose of contacting an individual in a residence hall room. Residence and Greek Life will not allow non-University staff access to apartments/suites/rooms, with the exception of contractors or other authorized maintenance personnel. The authority to enter a resident room is established under the following conditions:

a. Residence and Greek Life staff may enter rooms or apartments to ensure the discontinuance of rule violations (this includes entering to turn off an alarm clock sounding without the resident being in the room, etc.). Residence and Greek Life staff may require immediate removal of items in violation of the contract (e.g. appliances, pets, alcohol, improper lofts, candles, etc.)
b. If the resident(s) is/are absent from the room or apartment and Residence and Greek Life staff members have reason to believe that entry is necessary to investigate possible emergency situations endangering health or safety, the staff may enter WITHOUT NOTICE. (This includes shutting an open window in cases of high wind or cold conditions if members of the suite, apartment, or community complain.)
c. University staff members, including Public Safety, may enter rooms or apartments without notice in the execution of a search warrant, when an emergency threatens health or safety, or with the consent of the occupant of the room.
d. Residence and Greek Life staff may enter rooms or apartments with advance notice and at reasonable times, when possible, for necessary maintenance of areas, to remove unauthorized Residence and Greek Life property, for inspection to determine occupancy where there is a possibility the room has been vacated and for staff performance of routinely scheduled inspections. Residence and Greek Life is not obligated to provide advance notice for minor maintenance and repair activities for which a Work Order has been initiated.
e. The vacating of a resident is considered to be advance notice to the roommate, suitemates, or apartment-mates that Residence and Greek Life will be entering the room to inspect and clean the vacated space.

Residence and Greek Life will not allow non-University staff access to a resident's room without written consent from the resident. This includes, but is not limited to:

- Parents/Guardians or other family members
- Friends or significant others (including spouses without a contractual right to enter)
- Guests
- Suitemates

Any concerns regarding room entry should be directed to the Residence Hall Director responsible for the building in which the concern is raised.

Please note that it is the policy of Residence and Greek Life that all staff, including custodians and contractors will lock an apartments or residence hall room door any time that they have entered the room, regardless of how the door was found (i.e. if a resident leaves their door unlocked and a staff member enters the room/apartment for an inspection, repair, etc. the staff member will lock the door upon exiting the room/apartment). A resident who is locked out of their room as a result will need to utilize the lockout procedure and is subject to any associated fees. (See Lock-Outs on page 22) *The only exception to this portion of the policy is during scheduled Community Inspections* (See C2 | Community Inspections on page 56)*.*

F1 | Fire Safety

Due to Residence and Greek Life's commitment to safety, we restrict items and behaviors that could compromise safety. Possession of an item on the following list is prohibited:

a. Anything with an exposed heating element or open flame
b. Anything hung from the ceiling, sprinkler, or sprinkler pipes
c. Overloaded surge protectors
d. Extension cords
e. Firearms, fireworks, live ammunition, lighter fluid, or other combustible materials
f. Microwaves (except in units with kitchen or as part of a MicroFridge from ***Bedloft.com***)
g. Deep fryers, hotplates, toasters/toaster ovens, waffle irons (except in units with kitchen)
h. Pressure cookers or rice cookers with locking lids
i. Space heaters, AC units (not provided by RGL), or other auxiliary heating/cooling devices
j. Candle warmers/burners and potpourri pots
k. Flammable liquids and fuels
l. Candles, lanterns, incense, (burned or not) and any other item that has an open flame.
m. Decorations of combustible nature, when hung from the ceiling or overhead structures
n. Combustible vegetation (e.g. evergreen trees, logs with dried bark, or birch logs)
o. Walls covered with paneling or flammable materials
p. Ignited smoking materials
q. Hookahs
r. Halogen lamps, "octopus" or any lamp with soft plastic shades
s. "Holiday", "twinkle", or "mini" lights
t. Hammocks, placed in rooms, suites, or lounges
u. Smoke or fog machines
v. Waterbeds
w. Motorized vehicles, unless authorized for use indoors by Disability Resources
x. Treated lumber
y. Grills, charcoal, propane, or starter fluid
z. Soldering irons

Residents living in apartment units with kitchens may use approved small kitchen appliances provided they are stored and used only in the kitchen area. Residents living in the residence halls are also permitted to use certain small appliances, provided they are used safely. Residents are responsible for any damages caused by use or malfunction of these appliances. (For more information, see A2 | Appliances on page 52)

It is impossible to list all items that are potential fire hazards, but in general, candles, appliances rated over six amps (700 watts), items with exposed heating elements, items without an automatic shutoff, or items not UL (Underwriters Laboratory) certified are prohibited. Residence and Greek Life reserves the right to prohibit and/or remove any items determined to cause a safety or fire hazard. (Please see C5 | Confiscated Items on page 57)

F2 | Fire Fighting and Prevention

Setting fires in and around the residence halls is prohibited (except in university-provided barbecue grills). Violations of this rule include setting fire to items on a room/suite/apartment door, bulletin board, and apartments; fires caused by a lit candle or cigarette, or any other flammable material in the halls. Placing false fire alarms or otherwise causing the fire alarm to be activated in a non-emergency endangers other students, staff, and Chicago Fire Department officials. This behavior is one of the Serious Rule Violations and offenders are subject to relevant legal action under Illinois statutes and immediate Contract Termination.

a. All residents and guests are required to participate in all fire/tornado drills/evacuations for which they are present.
b. Disconnecting, covering, or tampering with a fire sprinkler, a smoke or fire detector unit, or 'screamer box' is prohibited; this is one of the Serious Rule Violations and offenders are subject to relevant legal action and/or immediate Contract Termination.
c. Residents should immediately notify Residence and Greek Life if a smoke detector unit is not in operating condition by submitting a Maintenance Request. Removing a battery, covering, or otherwise rendering a detector inoperable is not permitted.
d. Placing false fire alarms, interfering with the fire alarm system, with firefighters, or with fire-fighting equipment is one of the Serious Rule Violations and offenders are subject to relevant legal actions under Illinois statutes and immediate Contract Termination.
e. Discharging a fire extinguisher unnecessarily (when there is no fire), stealing or taking a fire extinguisher are all considered to be one of the Serious Rule Violations and offenders are subject to relevant legal action and/or immediate Contract Termination.
f. Suspending items from sprinkler heads, light fixtures, or pipes/vents is prohibited.
g. Responsible use of all residence hall appliances (i.e. microwaves, stoves, washers, dryers, etc.) is required. Misuse of residence hall appliances, such as unattended cooking or overcooking of food, and overloading of washers and dryers, can result in damage to the machines as well as create safety hazards for residents (i.e. fires or flooding of common areas). Residents found to have misused a residence hall appliance will be held financially responsible for any damages incurred.
h. Tampering with residence hall lights or light bulbs is prohibited. If a light is out or has to be changed submit a Maintenance Request. (See Maintenance Requests on page 24)
i. Residents should start to immediately evacuate in the event of a fire alarm.

F3 | Furniture and Storage

a. Residence Hall Room Furnishings: Residents may not remove or permanently alter any room furnishings such as dressers, desks, mattress, etc. Residents may not replace, alter, or remove any light or plumbing fixtures. Screens must remain in windows at all times. Residents will be charged for repair or reassembly of damaged or dismantled furniture, fixtures, or screens. For safety reasons, to preserve the condition of the furniture and avoid any fines, do not stack beds on dressers, desks, bookshelves, windowsills, etc. Beds may only be bunked or lofted (See Lofts on page 22). Waterbeds and non-University issued beds are not allowed in the residence halls.

   Residents requiring special or medically necessary accommodations should contact the IIT Center for Disability Resources (CDR). Unless approved by Residence and Greek Life, residents providing their own furniture must store all university provided furniture within their assigned room/apartment. Residents must, if asked or required by university staff, remove any unapproved furniture within the timeframe given.

b. Common Area Furnishings: University-owned furniture must remain in the rooms and/or areas in which it has been placed by university staff. Lobby, lounge, or basement furniture/fixtures and other University property are not permitted in resident rooms. A charge of $50 per day may be assessed for the unauthorized possession of such furniture. Personal belongings cannot be left in any common area of the University; items left in public spaces will be donated or disposed of.

   Common area items, such as plants, trees, decorations, and furniture, are for the enjoyment of all residents. Residents may be held financially responsible for damage to, or modifications of, the furniture/fixtures caused by the resident or hthe resident's guest(s)/visitor(s). IIT officials reserve the right to search all resident rooms for missing property. Advance notice will be given when appropriate (See E3 | Entry to Room, Suite, and/or Apartment on page 62)

c. Storage: Residence and Greek Life does not provide additional storage space for residents. Storage of personal property in common areas is strictly prohibited, including but not limited to, bikes, entryway doormats, class and project materials, plants, fish tanks, etc. IIT will remove these items and assess appropriate removal fees to the community and or resident(s). (Please see D1 | Damages and Charges on page 58) IIT assumes no responsibility or liability for the personal property of residents. *Residents in extenuating circumstances may contact Residence and Greek Life for information on storing their belongings, if space is available.* (Please see Summer Storage on page 32)

G1 | Gambling

Gambling, including online gambling, betting on athletic events, or the possession of gambling devices where winnings involve cash exchange in Residence and Greek Life facilities is prohibited.

G2 | Guests and Visitors

Residence and Greek Life welcomes residents to host guests and/or visitors within the residence halls. Guests and Visitors are subject to all Residence and Greek Life and IIT policies, violations of any of these policies may result in the loss of host/guest/visitor privileges. A resident host is responsible for informing their guests/visitors of all IIT and/or Residence and Greek Life rules, regulations, and policies.

- A Resident Host is a student within the building in which the resident is assigned. Only Resident Hosts are allowed to host guests/visitors.
- A Guest is a student who resides in any IIT residence hall and/or is a member of Omega Delta or Zeta Pi Omega, but is visiting within a residence hall other than the one to which he or she is assigned.
- A Visitor is a person who does not live in any IIT residence hall nor is a member of Omega Delta or Zeta Pi Omega.
- The Community Desk Assistant at the residence hall entrance registers a Guest/Visitor when the guest/visitor is accompanied by their Resident Host.
- Being a Resident Host, Guest, or Visitor is a privilege, which may be revoked for any and all hosts/guests/visitors at the discretion of Residence and Greek Life.

a. A Resident Host is responsible for the actions of the resident's guests/visitors and may be subject to disciplinary action and/or held financially and/or contractually liable for any damages caused by the resident's guests/visitors, even if the Resident Host is not with their guests/visitors at the time of the incident, provided the guest/visitor is currently registered under that resident.
b. A Resident who is a Guest in another residence hall may also be subject to disciplinary action for policy violations committed by the Guest and/or their Resident Host.
c. A Guest/Visitor must be accompanied/escorted by their Resident Host at all times.
d. All Residence and Greek Life residents may access all residence halls between 8AM-12AM. Between 12AM-8AM a resident visiting within a residence hall other than the residence hall to which the resident is assigned is considered a Guest and must be accompanied by a Resident Host.
e. Any Guest who enters a residence hall to which they are not assigned before 12AM but who plans/happens to stay past 12AM must register with a Resident Host in order to remain in the residence hall.
f. A Resident Host may register Guest(s)/Visitor(s) at any time of the day, provided that the Guest(s)/Visitor(s) and Resident Host are present.
g. A Member of Omega Delta and/or Zeta Pi Omega is considered a Guest between 12AM-8AM in any residence hall, except for MSV or a hall to which they are assigned.
h. Any person who is not a resident of any IIT residence hall is considered a Visitor. Visitors must be accompanied by a Resident Host at all times while within the residence halls.
i. A Resident may host guests/visitors in the residence hall to which they are assigned.
j. A Resident may host up to 3 guests/visitors at a time. (See R3 | Room Capacity on pg 78)

k. A Resident may host overnight guests/visitors no more than 3 nights in a 14-day period, whether one guest/visitor or multiple.
l. An overnight Guest/Visitor may be hosted no more than 3 nights in a 14-day period, whether one resident host or multiple.
m. An overnight Guest/Visitor is anyone who enters and/or remains in a residence hall to which they are not currently assigned between 2AM-6AM.
n. A Guest/Visitor is not permitted to stay overnight unless that Guest/Visitor is sleeping in the room to which their Resident Host is assigned, and said host is present in that room.
o. A Resident Host/Guest/Visitor who exceeds the overnight guest/visitor limit may face disciplinary action, including loss of host/guest/visitor privileges.
p. In McCormick Student Village, guests/visitors must use only those bathrooms designated for use by individuals of the gender with which they identify.
q. A Resident Host must have a valid IIT ID in order to register/escort a Guest/Visitor.
r. All Guests and Visitors must have proper identification in order to be registered. Proper identification includes: passport, driver's license, state/military ID, other government issued ID, or a current IIT/partner institution ID. (See I1 | Identification on page 71)
    i. Guests and Visitors without proper ID may not enter the residence halls.
    ii. A Visitor under the age of 16 may be exempt from showing an ID, but must provide contact information of their parent/guardian upon being registered.
s. Upon being registered, a guest/visitor is given a guest/visitor badge, which that guest/visitor should carry at all times while within the residence hall. This badge must be produced and/or forfeited upon request by Public Safety or IIT Staff (including Resident Advisors).
t. A Guest/Visitor must sign-out upon leaving the residence hall in which they are hosted by notifying the Community Desk Assistant and returning their Guest/Visitor badge.
u. A Guest/Visitor returning to the residence hall in which they are being hosted within 30 minutes may return without reregistering, provided they do the following: (a) The Guest/Visitor must notify the Community Desk Assistant (CDA) upon exiting; (b) the Guest/Visitor must leave the guest/visitor badge with the CDA; (c) the Guest/Visitor must return within 30 minutes; and (d) the Guest/Visitor must be accompanied/escorted by their original Resident Host upon returning to the residence hall.

The Guests and Visitors policy allows for 24-hour visitation on all floors in the residence halls. Floor communities may, by majority vote, choose to restrict these hours. (See C3 | Community Standards on page 56) Roommates, suitemates, and/or apartment-mates may choose to restrict these hours within their assigned room/suite/apartment by completing a Roommate Agreement; Guests/Visitors must comply with any stipulations of such an agreement.

Any resident/guest/visitor present in a room where a violation of Residence and Greek Life and/or IIT policies is discovered, may, at the discretion of Residence and Greek Life staff, have their host/guest/visitor privileges immediately and temporarily suspended prior to a conduct hearing.

H1 | HARASSMENT

All IIT students are expected to comply with the IIT policy of equal opportunity in education. Any student at Illinois Institute of Technology who wishes to report harassment should contact Residence and Greek Life or the Dean of Students Office.

a. Harassing behavior, regardless of the method of harassment [written, verbal, via E-mail or phone, online communities (like facebook.com), or other information technology resources, posting of inappropriate materials in any public area (e.g. suite hallways, doors, lounges, etc.)] is prohibited by Residence and Greek Life.
b. Behavior which demeans, intimidates, or threatens individuals based on age, ability, appearance, ethnicity, gender, group affiliation, personal values, race, religious affiliation, sexual orientation, or size is not tolerated.

To report harassment or seek advice, please contact:

- Title IV Coordinator
  - (312) 567-5725 | Virginia Foster | foster@iit.edu
- Director of Equal Opportunity and Affirmative Action
  - (312) 567-3134 | Candi Miranda | miranda@iit.edu
- Vice Provost for Student Affairs and Dean of Students
  - (312) 567-3080 | Katie Murphy-Stetz | stetz@iit.edu

For additional information on IIT's Harassment policies, please view the IIT Student Handbook online at: *iit.edu/student_affairs/handbook*

H2 | HAZING

Residence and Greek Life takes hazing and allegations of hazing seriously, as such, residents, guests, and/or Greek community members found in violation of this and all other university policies related to hazing will be referred to the Residence and Greek Life Conduct Process and/or the Student Conduct Process. Residents found responsible for hazing may also be subject to relevant state or federal laws.

a. Hazing is defined as any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing and/or physical mistreatment of any individual is forbidden; anyone involved in such action is subject to university discipline. All members and prospective members of an organization must be treated in a manner consistent with the educational and ethical objectives of the university. Organizations found guilty of participating in hazing may have their recognition revoked. Any questions regarding activities that may constitute hazing should be directed to the Office of Residence and Greek Life. All IIT students, faculty, and staff have a responsibility to immediately report any questionable activities to the Office of Campus Life, Residence and Greek Life, and/or the Department of Public Safety.

For the full IIT Hazing Policy please see: *iit.edu/student_affairs/handbook*

H3 | Heating and Air Conditioning

Once heating season begins and heat is on, residents should adjust the temperature and fan settings to achieve the desired climate. (For more information on residence hall climate control systems, please see Heating and Cooling on page 21) Residents of McCormick Student Village should not turn off the heating unit in the room and/or leave windows open.

a. Covering the heating units and/or vents with paper, cardboard, linen, etc. is strictly prohibited. Covering the vents poses a potential fire hazard.
b. Turning off heating units and/or leaving windows open may cause heating coil pipes to freeze and rupture, residents will be held financially responsible for any damages (including, but not limited to: custodial cleanup, replacement or repair to the heating unit, carpet cleaning/replacement, and furniture replacement) caused by burst pipes if it is determined that damages were caused by residents, through intention or negligence.
c. A resident may not install auxiliary heating or cooling devices, including, but not limited to: space heaters, heat lamps, window air conditioners, or spot coolers.
d. Residents of Fowler, CH, and GU are provided with a spot cooler installed by Residence and Greek Life staff; spot coolers must remain in the unit in which they are installed for the duration of the calendar year. Residents with concerns should contact RGL.
e. Spot coolers may not be removed or transferred without written approval from the Operations Manager.

A resident experiencing heating/cooling concerns in their room or hall should enter a Maintenance Request. (For more information, please see Maintenance Requests on page 24)

I1 | IDENTIFICATION

The HawkCard is your picture identification card given to you by the Illinois Institute of Technology through Access Card and Parking Services. It not only serves as your ID but also gives you access to MSV, SSV, GU, or CH, parking lots, computer labs, Keating Hall athletic facilities, shuttle bus, library equipment, meals in IIT dining facilities, and TechCash balances.

a. Residents have the responsibility to carry their HawkCard (University ID) with them at all times and to show their HawkCard to IIT Staff or IIT Public Safety as requested.
b. Residents must demonstrate proof of Residence and Greek Life residency at the request of any University officer acting within the guidelines of their employment. A University ID is the only acceptable proof of residency at the entrances to Residence and Greek Life buildings or events.
c. Guests will be allowed access to the residence halls only when registered and accompanied by a resident and an ID/RGL guest badge are presented and approval has been given to enter. If a proper ID is not presented by the guest, access will be denied.
d. University IDs are nontransferable. Residents may not allow anyone to use their ID to gain entrance to Residence and Greek Life buildings. Residents may not be signed in by another resident if they fail to show proof of residency. If a resident does not have an ID with them when asked to show their identification and/or "tap-in", Residence and Greek Life reserves the right to verify information on their driver's license or picture ID.
e. Failure to provide proof of identity may restrict a resident from service or entrance.
f. Residents/guests may not present as valid, falsify, alter, duplicate, or request the unauthorized falsification, alteration or duplication of a University ID. This includes permitting another person to wrongly use the ID with the intent to obtain University services, privileges, or goods.
g. Acceptable identification for guests includes IIT, VanderCook, Shimer, or Stuart University ID, military ID, driver's license, passport, state ID, or any other official government picture identification. If a guest/visitor is 16 years and older, they need to show some form of acceptable identification.
h. Any University official may confiscate false, altered, or duplicate University IDs used in violations of this contract or any other University rule. Situations in which a resident or guest is in possession of a false ID may be referred to IIT Public Safety.
i. Residents and their guests may not give false or misleading information or fail to give proper identification to representatives of the University acting within the guidelines of their employment. Impersonating another person (including staff) is prohibited.

K1 | Keys and Access

a. Keys: Residents of MSV, GU, and CH are provided one (1) key for their assigned room and one (1) key for their assigned mailbox. Residents of SSV are provided one (1) key for their assigned mailbox. *Mailbox keys must be obtained from the MTCC Post Office.* In SSV, the HawkCard functions as a room key. These keys are the property of IIT and are loaned to the resident only as long as the resident may rightfully occupy their assigned residence hall room. Assigned keys may not be delivered, surrendered, or otherwise relinquished to another person without written permission of Residence and Greek Life. Keys cannot be duplicated or modified. Residents who lose or fail to return keys may be assessed a lock change and a key replacement fee per key. Residents may not modify, remove, or supplement university locks and may not use realtor key boxes or similar.

Unauthorized possession, duplication, or modification of keys may result in prosecution.

The resident must return all appropriate keys to Residence and Greek and/or the MTCC Post Office Life immediately upon termination of contract or upon receiving a reasonable request to do so from an IIT staff member. Violations of any provision of this policy including, but not limited to, failure to return keys to IIT because of theft or loss, will result in a lock-change fee and may be grounds for declaring the resident in breach of the Room and Board Contract and/or additional disciplinary action.

A resident whose keys are stolen, must submit a copy of the related police report in order to have a lock-change fee reversed and/or removed from their student account.

b. Access: The HawkCard issued to the resident allows entry into the residence halls only so long as the resident may rightfully occupy the residence hall room to which the resident was assigned. Residents may not lend their HawkCard to any other person. Unauthorized use of a HawkCard will result in disciplinary action.

Each resident has access to MSV, SSV, CH, and GU, through their HawkCard. Your HawkCard is the identification card issued to each student by Access Card and Parking Services (ACaPS). This card also acts as the meal pass for all meal options at IIT. Residents of MSV, SSV, CH, and GU have access to all residence halls between 8:00AM and 12:00PM. Upon entrance, all residents must tap their ID at the card reader on the front desk. If an incident occurs which compromises the safety and well-being of the residents of any complex due to this policy, residents will only be given access to their complex. All visitors must be signed in (See G2 | Guests and Visitors on page 67).

Residents must carry their HawkCard at all times to enter the residence halls and/or use their meal plan. Residents who cannot show a valid ID may be denied access to the building and will be unable to use their meal plan. Lost or broken HawkCards must be reported to ACaPS immediately and be replaced within one business day of being reported as lost or damaged. A replacement fee will be charged for all lost, stolen, or damaged HawkCards. ACaPS *may* replace malfunctioning cards at no cost.

Upon request, residents are required to show a HawkCard to IIT staff acting in an official capacity. This includes, but is not limited to, professional and student staff in Residence and Greek Life and Public Safety.

To ensure a safe community environment for all residents and their guests/visitors, Residence and Greek Life enforces the following Community Desk procedures:

- Upon entering a residence hall, all residents and guests are required to scan their IIT ID at the front desk. Visitors must show their visitor badge after being registered.
- All Guests and Visitors must be registered by a Resident Host, as outlined in G2 | Guests and Visitors on page 67.
- If a resident does not have their HawkCard, the Community Desk Assistant must manually verify their residency in the database. The resident must provide their Campus Wide ID number.

If a resident reports their HawkCard lost, stolen, or damaged between 8:30AM and 5PM Monday through Friday, that resident will be sent to Access Card and Parking Services for a new HawkCard. There is a charge for a replacement HawkCard. Outside of these hours, a resident may be issued a temporary ID card by Residence and Greek Life staff at no cost, provided it is returned on the next business day.

L1 | Law Violations

Violation of any local, state, or federal law within Residence and Greek Life buildings or sponsored events is prohibited. Residents/guests/visitors who violate such laws are subject to arrest and/or prosecution.

M1 | Mental Health Concerns

Residence and Greek Life is committed to maintaining the physical and emotional wellbeing of residents and has established the following guidelines for instances where residents have attempted or accomplished self-inflicted harm:

a. Residence and Greek Life staff members will follow-up with residents in cases where a concern for their mental health has been made known (whether originated by members of the community, staff members, parents and family members, or other sources).
b. Residence and Greek Life considers excessive alcohol consumption and/or illegal drug use to be a form of self-inflicted harm that negatively impacts both the individual and the greater community.
c. No Immediate Threat to Self: If there has been talk of self-destructive behavior but no physical action has been taken, then the resident will be evaluated by Residence and Greek Life staff. Based upon this evaluation, staff may elect to 1) call the resident's Emergency Contact person; 2) refer the resident to Student Health and Wellness Center for further evaluation and possible counseling; and/or 3) involve IIT Public Safety. Refusal by a resident to cooperate with the reasonable requests of the staff regarding that resident's disruptive and potentially dangerous behavior could result in Contract Action.
d. Immediate Threat to Self: If a resident has actually made an attempt to self-inflict harm upon themselves (this can include incapacitation due to apparent alcohol and/or drug use), immediate physical assistance will be given to ensure the resident's physical safety and any of the following may occur: 1) 911 may be called; 2) IIT Public Safety and professional medical personnel may be contacted for transport to the hospital; 3) the resident's emergency contact person may be called; and/or 4) referral may be made to the Student Health and Wellness Center or a local treatment facility.

Residence and Greek Life staff members (sometimes assisted by IIT Public Safety) may perform wellness checks if a parent, friend or other community member expresses concerns for a resident's wellbeing or safety.

If you, or another student, are experiencing a mental health concern, please utilize Student Counseling Services for support. You can contact the Student Health and Wellness Center at (312) 567-5900 or visit: *iit.edu/shwc*

N1 | Noise

The realities of community living dictate that individuals respect community needs for the moderation of noise. Residence and Greek Life encourages residents to confront one another when noise is infringing on an individual's right to an environment conducive to sleep and studying. Residence and Greek Life staff members may confront individuals at any time for noise violations, even when no specific complaint has been issued, in order to preserve communities conducive to learning within the residence halls. Every resident has the right to request quiet from any other resident and/or that resident's guests/visitors. When trying to estimate noise, residents are encouraged to think in terms of maintaining a level that would allow a neighbor to sleep or study undisturbed at any time.

Residence and Greek Life suggests that residents limit the size of sound equipment and use headphones whenever possible. Residence and Greek Life may require the removal of, at the expense of the resident, sound equipment that causes disturbances.

a. Official Quiet Hours suitable for undisturbed study or sleep are 10:00PM until 8:00AM Sunday through Thursday and 12:00AM (midnight) until 10:00AM Friday and Saturday.
b. Courtesy quiet hours are in effect 24 hours a day.
c. During Final Exam Week (beginning on the day prior to the start of exams and ending on the day after the end of exams) 24-hour Quiet Hours are in effect.
d. Each community will have the opportunity to create their own quiet hours by majority vote provided that quiet hours are not be adjusted during finals week. (See C3 | Community Standards on page 56)
e. Each resident and their guest(s)/visitor(s) must show reasonable concern for the rights of roommates, suitemates, other residents, and their guests.
f. During quiet hours, stereos, radios, televisions, musical instruments, etc., may not be played at a level that demonstrates a lack of consideration for the rights of others, including the off-campus community.
g. Yelling or using "bull-horns" (or any other loud noise) directed outside the windows is an incredible nuisance for all community members, and is strictly prohibited.
h. Stereo bass has a unique ability to travel through room walls; even if the overall noise level is relatively low. Residents are encouraged to check with their surrounding community members if concern exists about noise level or bass. As in other violations of the noise policy, Residence and Greek Life may remove sound equipment if stereo bass is negatively impacting the community.
i. Amplifiers are not permitted in the residence halls (except for VanderCook students, with approval from Residence and Greek Life).
j. Residents are responsible for excessive noise caused by their guests.
k. All residents and guests/visitors in a room/area where the noise policy is being violated will be held responsible for the behavior, even if they are not being loud. Therefore, if a resident is in an area where others are violating the noise policy, the resident should immediately confront the behavior, and/or leave and report the incident.

O1 | Official Notification

Residence and Greek Life will provide residents with information regarding amendments to policies and procedures, upcoming events, planned maintenance projects, important deadlines, contract information, and the Conduct Process. This information will be communicated via university-issued email addresses (those addresses ending in @hawk.iit.edu, @iit.edu, @shimer.edu, or @vandercook.edu), posted notices in common areas, floor meetings, media boards, or door-to-door contact. It is the responsibility of the resident to stay informed about important information related to the residence halls. Residents are obligated to respond to all official notification and meet the deadlines included therein. (For example, many emails related to the Student Conduct Process require a response within three (3) business days.)

P1 | Parking

Campus parking is managed by Access Card and Parking Services (ACaPS); residents, guests, and visitors are expected to follow all policies related to parking on campus. On official Move-In and Move-Out Days certain parking spots are allocated for use while moving; pay attention to posted notices. For more information, please visit: ***web.iit.edu/acaps***

P2 | Pets

Pets or other animals are not allowed in residence halls, even for visits. Service and/or Therapy Animals are not considered pets and are allowed, though a resident may be asked to show proof of Service Animal certification, etc. (For more information, see Service Dogs and Assistance Animals on page 41) The only exception is fish, maintained to meet acceptable health standards in an aquarium or fishbowl (tank must be 10 gallons or smaller and may be subject to approval by RGL staff). Residence and Greek Life is not responsible for any loss to personal items (including animals) due to interruption of service (e.g. electricity or heat). Residence and Greek Life reserves the right to remove pets at the expense of the resident.

R1 | Respect

Residents are expected to respect all IIT community members, including faculty, staff, contracted employees, fellow students, and themselves. All facilities of IIT will be treated with respect. Any resident, guest, or visitor who causes a disturbance in the IIT facilities or disrespects the members of the IIT community may face disciplinary action.

R2 | Responsibility

Residence and Greek Life encourages residents and guests/visitors to take responsibility for their actions, additionally a resident is responsible for the actions of their guests/visitors. Residents are responsible for contractual obligations outlined in the Room and Board Contract.

a. Each resident is financially and contractually responsible for their actions and those of their guest(s) in Residence and Greek Life buildings or at sponsored events/activities.
b. Each resident is responsible for all events in their room or common suite/apartment area (including shared bathrooms, hallways, or kitchens if no member of the suite/apartment claims or is found responsible; even if that resident is not present.)
c. If a resident's guest/visitor violates any regulation, the resident may be held financially and contractually responsible for the guest's conduct.
d. Residents assume responsibility for a guest who is checked-in under their name, whether they are with them at the time of a policy violation or not.
e. Hosts must escort their guests at all times, including entering and exiting residence halls.
f. All items borrowed from a community desk must be returned in a timely manner.
g. Residents are required to respond or report upon request to relevant Residence and Greek Life Staff in response to contractual concerns or Incident Reports as directed.
h. Residents and their guests are expected to comply with any reasonable request of Residence and Greek Life or IIT staff (including presenting ID and not leaving the scene of a policy violation when staff are resolving and documenting the incident).
i. Residents are expected to complete all sanctions assigned to them as part of the Student Conduct Process. Failure to complete an assigned sanction may result in further charges and sanctions including relevant Contract Action.
j. Residents are expected to comply with requirements established by a Residence and Greek Life administrator. Behavior such as attempting to discourage someone from moving into a room, not moving by a specified date, etc. is considered a policy violation.
k. Each resident is permitted to occupy space only in the unit to which they are assigned.
l. A resident whose contract is terminated (whether voluntarily or involuntarily) is obligated to return the room key and remove all items from the room as instructed. Items left in a room, suite, or apartment after the vacate date are not the responsibility of Residence and Greek Life. In certain cases, items may be packed up and stored by Residence and Greek Life until the first day of June each year (charges may be assessed to the resident). Items not retrieved by that date may be donated or disposed of.
m. Attempts to interfere with a staff member attempting to resolve a policy violation or deal with an emergency situation is considered noncompliance.
n. Residents/guests/visitors are expected to cooperate with and may not knowingly give false information to a university representative acting within their scope employment.
o. Residents are prohibited from granting banned guests access to the residence halls.
p. Residence and Greek Life uses multiple methods to inform residents of their rights and responsibilities regarding the Rules and Regulations, including the Residence and Greek Life Handbook, floor meetings, handouts, flyers, etc. Ultimately, each resident is expected to understand and abide by these Rules and Regulations. Questions about any of the policies listed should be directed to a member of Residence and Greek Life staff.

R3 | Room Capacity

Residence and Greek Life has established a maximum occupancy and maximum capacity for each room type within the residence halls based on Chicago Fire Codes. Additionally, a resident may only host up to three (3) guests or visitors. (See G2 | Guests and Visitors on page 67) A resident may only host guests/visitors in the room in which they are assigned.

Examples of maximum resident and guest occupancy include:

- MSV Single: 1 resident + 3 guests = **4**
- MSV Double: 2 residents + 6 guests = **8**
- SSV Single/Studio: 1 resident + 3 guests = **4**
- SSV Double/2Bed: 2 residents + 6 guests = **8**
- SSV 3-Bed: 3 residents + 9 guests = **12**
- GU Studio: 2 residents + 6 guests = **8**
- GU 1-Bed: 2 residents + 6 guests = **8**
- GU 2-Bed: 4 residents + 12 guests = **16**
- CH Studio: 2 residents + 6 guests = **8**
- CH 1-bed/Den: 4 residents + 12 guests = **16**

The information listed above denotes the maximum capacity allowed in the rooms indicated. However, if, in the opinion of Residence and Greek Life staff or another IIT official, the number of people entering or occupying a room exceeds a reasonable number and/or causes a disturbance to the community, the Residence and Greek Life staff or other IIT official may disband any and all individuals gathered in a room.

Any resident/guest/visitor present in a room where a violation of Residence and Greek Life and/or IIT policies is discovered, may, at the discretion of Residence and Greek Life staff, have their host/guest/visitor privileges immediately and temporarily suspended prior to a hearing.

R4 | Room Condition Forms

Room Condition Forms (RCFs) are used to verify the condition of a room prior to the arrival of the resident(s) assigned to that space and upon departure of the resident(s). Each resident is responsible for completing the "Resident Inspection" portion of the RCF upon checking in and submitting the form within 48 hours. Room Condition Forms are accessed online, at: ***web.iit.edu/rgl/maintenance*** It is the resident's responsibility to verify the items noted on the "Initial Staff Inspection" portion of the RCF and to record any discrepancies before submitting the RCF. Residents must report necessary repairs, if noted, by submitting a Maintenance Request. (See Maintenance Requests on page 24) Upon checking out, Residence and Greek Life staff uses the Initial Staff and Resident Inspections to verify the condition of the room.

a. Failure to complete and submit an RCF by the deadline indicated will result in the Resident Inspection being autocompleted with the conditions indicated by staff.
b. Residence and Greek Life reserves the right to verify damages recorded in the "Resident Inspection" portion of an RCF that were not recorded in the "Initial Staff Inspection".
c. Any damages not recorded in either the "Initial Staff Inspection" or "Resident Inspection" portion of the RCF but recorded in the "Final Staff Inspection" portion may be assessed to the resident(s) of the room. (See D1 | Damages and Charges on page 58)

R5 | Room and Suite/Apartment Care

These policies were established to prevent the actions of residents or groups from placing their lives, welfare, or personal property, and that of others in jeopardy. These policies minimize the chance of personal hazards while maintaining the facility and permitting ample options for creativity in how a resident uses their assigned room.

a. Residents are responsible for the physical cleanliness and safety of their room, suite, or apartment (including bathrooms, kitchens, etc. in apartments and suites) and must periodically clean, dispose of waste, and otherwise maintain the sanitation and safety conditions of their room, suite, or apartment (this includes the bathroom, kitchen, or other common areas of the suite or apartment); residents are expected to recycle materials by placing them in the proper compartment of recycling containers.
b. Alteration of the physical structure of the room/suite/apartment is prohibited. Any such alterations will be removed and the cost of the removal and/or the repairs will be assessed to the resident(s) responsible.
c. No construction, decoration, or arrangement of furniture shall be introduced that creates an unsafe condition, blocks the door, or prohibits safe exit. (Please see B1 | Beds and Lofts on page 54 for specific information about positioning beds and lofts.) *If the room is built in such a way that causes issues for following the specific guidelines regarding bed/loft placement, please speak to a Residence and Greek Life staff member*.
d. All electrical cords must have UL listing and be used in a manner that does not pose a safety hazard (e.g. under rugs, more than one cord per socket, etc.).
e. Extension cords are not permitted. Surge protectors should be used in their place.
f. Taping objects to walls/furniture is not recommended. Any resulting damage is the responsibility of the resident.

R6 | Roommate, Suitemate, and/or Community Conflict

Kind, direct communication between people in conflict is the first step to resolution. If members of a community (whether in a room, an apartment, a floor, a building, or a complex) are unable to resolve a conflict on their own, they are encouraged to first contact their Resident Advisor. The RA may offer to mediate the conflict or refer it to a relevant administrator. Conflict mediation can include staff-guided (written) roommate or community agreement. If the conflict cannot be resolved, or if a member participating in the agreement violates its terms, the administrator may require an Administrative Room Change and possible Contract Action for one or all involved parties. Residents are encouraged to establish an agreement with all members of their immediate community (within the room and suite/apartment) related to items such as room cleanliness sharing of personal items, study and sleep schedules, and guests, etc. Residents can ask their RA for assistance in this process.

S1 | Safety and Security

Residents and their guests/visitors are required to comply with safety and security procedures.

a. Report to a Resident Assistant or other university staff any incidents or situations that could have an effect on the health, safety, and security of residents or guests.
b. Residents who knowingly allow policy violation(s) to take place in the residence halls (although not specifically involved) may be held responsible for said policy violations.
c. Residents should ALWAYS lock room and apartment doors. Residents may not tamper with locked doors, admit unauthorized persons into residence halls, rooms, suites, or apartments, duplicate or alter keys, or lend keys to anyone.
d. Residents are expected to carry their room key and/or IDs at all times. If a resident is locked out of their room, they must contact a Resident Advisor through the front desk to regain access to their room. Residents will be allowed one courtesy lockout each semester. Each additional lockout is $5.00. The fee will be added to the resident's student account. (See D1 | Damages and Charges on page 57)
e. Tampering with doors (room, suite, apartment, stairwell, lounge, elevator, emergency exit doors, etc.) presents a safety risk and is prohibited.
f. Improper use of public and community restrooms is prohibited. Men entering a restroom labeled for women or women entering a restroom labeled for men will not be tolerated. Guest bathrooms are available in MSV outside of South Hall (for women) and outside of Lewis Hall (for men or women)
g. Residents should ALWAYS identify visitors before opening room and apartment doors.
h. Residents (or guests/visitors) may not tamper with or remove windows or screens, place objects on or hang them from window ledges, or drop/throw objects out of windows. Objects hung out of the windows or set on ledges can easily fall and cause harm to those below. The accidental or intentional throwing, dropping and/or falling of any objects out of a window or off the window ledge and/or items placed on the window ledge; and/ or removal of screen is one of the Serious Rule Violations.
i. No person may climb into, out of, or on University buildings or maintenance facilities or walk upon the roof of university buildings; except when emergency access to a fire escape is necessary, or for required maintenance, or when authorized by a university administrator. Please note that this is one of the Serious Rule Violations.
j. Tampering with security cameras is a major security risk. Individuals who damage security cameras are subject to Contract Action and repayment of repair costs.
k. Trash chutes (In SSV, CH, and GU) are for purposes of disposing of trash only. Disposing of loft pieces or other large items can create very unsafe conditions.
l. Tools that are used in a manner that causes damage to residential facilities, another person, or person's property; or that require significant electricity, are considered "high-voltage," or otherwise disrupt the safety/security of the community are prohibited.
m. Exiting through emergency exits when an evacuation is not in progress is prohibited.
n. Any homemade constructions, including the placement of tension rods between two building surfaces (other than such items used as intended by the manufacturer to hold curtains) that could cause a potential safety risk, or are deemed dangerous or inappropriate by Residence and Greek Life staff are prohibited.

S2 | Sexual Harassment

Illinois Institute of Technology is committed to ensuring an environment that is fair, humane, and respectful for all members of the University community – an environment which supports and rewards student, faculty, and staff performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to student, faculty, or staff performance damage this environment. Therefore, IIT will provide for its students, faculty, and staff an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law. Sexual advances, requests for sexual favors, or sexually-directed remarks constitute harassment when either:

a. Submission to such conduct is used or threatened to be used as the basis for academic or employment decisions;
b. Such conduct directed against an individual persists despite their rejection.

Sexual harassment by any member of the University community is prohibited. This prohibition includes peer harassment among students, staff, or faculty. Sexual harassment can take many forms. Some of these are overt and direct, while others may be more subtle and ambiguous. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer or reward or threats of reprisal. Such behavior constitutes serious misconduct and a single incident establishes grounds for a complaint. Other forms of sexual harassment include sexual advances, physical or verbal, which are repeated and unwanted.

Romantic relationships that might be appropriate in other contexts may, within a university, create the appearance or fact of an abuse of power or of undue advantage. Moreover, even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor.

To report sexual harassment or seek advice, please contact:

- Title IV Coordinator
  - (312) 567-5725 | Virginia Foster | foster@iit.edu
- Director of Equal Opportunity and Affirmative Action
  - (312) 567-3134 | Candi Miranda | miranda@iit.edu
- Vice Provost for Student Affairs and Dean of Students
  - (312) 567-3080 | Katie Murphy-Stetz | stetz@iit.edu

For additional information on IIT's Sexual Harassment policies, please view the IIT Student Handbook online at: *iit.edu/student_affairs/handbook*

S3 | Smoking

Smoking (of any type, including electronic cigarettes) is not allowed anywhere in Residence and Greek Life buildings. People who smoke outside are expected to be respectful of entrances/exits, building windows/ventilation, and the affect that smoking can have on other people. People who smoke are also expected to properly dispose of cigarettes and related materials. Smoking is prohibited within 15 feet of any entrance, window, or ventilation.

Please note: Hookahs are not permitted on campus.

S4 | Sports

a. Playing sports in public areas, lounges, hallways, or rooms, including in-line skating, roller-skating, skateboarding, bicycle riding, and throwing or dribbling any kind of object (e.g. softball, basketball, football, Nerf ball, Frisbee, etc.) are not allowed in the residence halls or apartment facilities. Residents should exercise caution when partaking in any of the above listed activities on campus sidewalks, roadways, and parking areas. Residents should use areas specifically designated for these activities.
b. Running anywhere within the residence halls other than the designated fitness areas on the fitness equipment provided is prohibited except in emergencies.
c. Carrying other individuals (i.e. piggybacks), other than small children or in case of an emergency, is not allowed within the residence halls.
d. Use of items such as Nerf guns and water guns is not permitted in the residence halls.

T1 | Theft and Vandalism

a. Residents are encouraged to notify Public Safety if they suspect there has been a theft.
b. Residents and guests are expected to treat the belongings/property of residents, guests, the residence halls and/or university with respect.
c. Littering, including cigarette butts is considered a form of vandalism, and is prohibited.
d. No person may intentionally take and carry away, use, transfer, conceal, or retain possession of any property without consent and with the intent to deprive the owner, either permanently or temporarily, of possession. This includes cafeteria dishes, street signs, building directional signs, wet floor signs, etc.
e. No person may deface, alter, destroy, or damage in any other way, either maliciously or carelessly, any property (personal or university) within the residence halls.
f. No resident or guest may obtain property or services by depositing anything, which the resident knows is not lawful money (e.g. in vending machines, laundry facilities, etc.)
g. No resident or guest may tamper with, alter, or otherwise cause machines to malfunction in order to obtain property or services for a value other than that posted.
h. Residents are expected to return borrowed equipment (i.e. carts, sport equipment, etc.) within the specified time limit. It is the resident's responsibility to inform the CDA that the item(s) is/are returned and checked-in. Items not returned and/or items found to be damaged upon return may be replaced at the expense of the resident.
i. University-approved banners or posters, including those posted by Resident Advisors are not to be torn down or defaced at any time.
j. RGL reserves the right to enter resident rooms in order to search for missing property.

V1 | Violent Behavior

Any behavior that jeopardizes the safety of oneself or another individual is prohibited and may result in Contract Action. Violent Behavior is one of the Serious Rule Violations and offenders are subject to relevant legal action under Illinois statutes and Immediate Contract Termination.

W1 | Weapons

Possession of weapons may result in significant Contract Action, up to and including Immediate Contract Termination depending upon the nature of the violation. Individuals may not display, or portray as, any object that resembles a dangerous weapon or use any object in a violent or threatening manner. Possession of any dangerous weapon is one of the Serious Rule Violations and offenders are subject to relevant legal involvement under Illinois statutes.

a. The possession and/or use of firearms/guns (including: air, paint, cap, pellet, and BB), bows and arrows, ninja stars, sling-shots, Tasers, grenades, knives (other than small kitchen/folding pocketknives (blade length ≤2 inches, width ≤1 inch), swords *(fencing foils are permitted to be stored, but not used within the residence halls, provided that the foil is equipped with a safety tip),* and any other dangerous weapons is prohibited.
b. Possession of ammunition for firearms is prohibited on the IIT Campus.

For more information, refer to the IIT Student Handbook: *iit.edu/student_affairs/handbook*

Residence and Greek Life Statement on Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Additional details can be found online at: ***http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html*** In accordance with FERPA guidelines, Residence and Greek Life administrators will not share any resident information, other than directory information, with anyone outside of the University. This includes, but is not limited to, information about a student's grades, behavioral history and action, health concerns, current whereabouts, and financial information. (If the person requesting the information is a guarantor on the resident's room and board contract, certain financial information may be given.) Exceptions to this Act, regardless of age, will be made in life-threatening situations. University administrators may decide to share information about residents on a need-to-know basis. Residents who choose to waive their rights to privacy may fill out a Release of Information form, which can be found online at: ***iit.edu/registrar***

Campus Contact Information

Academic Resource Center
(312) 567-5216 | Text: (312) 896-2722
arc@iit.edu

Access Card & Parking Services
(312) 567-8968
parking@iit.edu

Admissions – Graduate
(312) 567-3020
gradstu@iit.edu

Admissions – Undergraduate
(312) 567-3025
admissions@iit.edu

Career Management Center
(312) 567-6800
cmc@iit.edu

Center for Disability Resources
(312) 567-5744
disability@iit.edu

Event Services
(312) 567-3707
events@iit.edu

Financial Aid – IIT
(312) 567-7219
finaid@iit.edu

Financial Aid – Kent Law and Stuart
(312) 906-5180
finaid@kentlaw.edu | finaid@stuart.iit.edu

International Center
(312) 567-3680
icenter@iit.edu

Office of Campus Life
(312) 567-3720
campus.life@iit.edu

Office of Student Affairs and Dean of Students
(312) 567-3081
dos@iit.edu

One Stop
(312) 567-3810
onestop@iit.edu

Operator
(312) 567-3000

OTS Help Desk
(312) 567-3375
support@iit.edu

Post Office
(312) 567-3119

Public Safety
E: (312) 808-6363 | (312) 808-6300
publicsafety@iit.edu

Registrar
(312) 567-3100
registrar@iit.edu

Residence and Greek Life
(312) 567-5075
housing@iit.edu

Spiritual Life and Service Learning
(312) 567-3160
spiritual.life@iit.edu | service@iit.edu

Student Accounting
(312) 567-3785
bursar@iit.edu

Student Health and Wellness Center
(312) 567-7550
student.health@iit.edu

For more information, please visit: ***phonebook.iit.edu***

Community Contact Information

Transportation

Amtrak
(800) 872-7245
amtrak.com

Chicago Transit Authority
(888) 968-7282
transitchicago.com

Metra Rail
(312) 322-6777
metrarail.com

Midway Airport
(773) 686-2200
flychicago.com

O'Hare International Airport
(773) 686-2200
flychicago.com

Yellow Cab Chicago
(312) 829-4222
yellowcabchicago.com

Chicago Arts and Culture

Adler Planetarium
(312) 922-7827
adlerplanetarium.org

Art Institute of Chicago
(312) 443-3600
artic.edu

Broadway in Chicago
(312) 977-1700
broadwayinchicago.com

Chicago Architecture Foundation
(312) 922-3432
architecture.org

Chicago History Museum
(312) 642-4600
chicagohistory.org

Chicago Public Library
(312) 747-4300
chipublib.org

Chicago Symphony Orchestra
(312) 294-3000
cso.org

Field Museum
(312) 922-9410
fieldmuseum.org

Lincoln Park Zoo
(312) 742-2000
lpzoo.org

Lyric Opera
(312) 332-2244
lyricopera.org

Museum of Science and Industry
(312) 684-1414
msichicago.org

Shedd Aquarium
(312) 939-2438
sheddaquarium.org

More Information

City of Chicago
(312) 744-5000
cityofchicago.org

TimeOut Chicago
(312) 924-9555
timeoutchicago.com

For more information about Chicago, please visit: ***web.iit.edu/housing/explore-chicago***

IMPORTANT DATES

August

14 Earliest date for Early Arrivals (sports/staff)
14 First Year and Transfer Student Move-In
14 Community meetings for 1st year residents
19 Residence Halls open for all students!
23 Fall meal plan change period begins
23 Floor meeting for all upper class residents
24 First day of classes
28 RCF Resident Inspection Due

September

1 Labor Day (University closed)
4 Last day to submit a meal plan change request for fall semester (12PM)
5 Last day to register, add, or change classes
8 Fall Tuition and Fees Due in Full

October

12 Fall Break (no classes)

November

2 Last day for official withdrawal
9 Greek Move-Out forms are available
11 Student Life Leader applications available
23 Last day to submit Greek Move-Out forms
25-29 Thanksgiving Break (University closed)

December

5 Last day of classes
6 24-hour Quiet Hours begin
7-12 Final Exam Period
12 Final Meal in Commons Cafeteria
13 Residents must move-out by 12PM if not continuing for spring or graduating*

**All residence halls remain open for Winter Break. Continuing residents from fall to spring Semester are welcome to stay throughout the Winter Break Period.*

January

6 Halls open at 9AM for new students
10 Spring meal plan change period begins
11 First day of classes
15 RCF Resident Inspection Due (new students)
18 Martin Luther King, Jr. Holiday (No classes)
22 Last day to submit a meal plan change request for spring semester (12PM)
23 Last day to register, add, or change classes
25 Student Life Leader applications due (5PM)
25 Spring Tuition and Fees Due in Full

February

TBA Student Life Leader Group Process Day

March

1-3 Student Life Leader Interviews
14-19 Spring Break (No classes)
28 Last day for official withdrawal

April

4 Returning Student Room Reservation begins
4 Summer and Fall registration begins
29 Guaranteed summer room registration ends
30 Last day of classes

May

1 Last day to submit Late Departure Requests
1 24-hour Quiet Hours begin
2-7 Final Exam Period
7 Final Meal in Commons
8 Non-graduating students must move-out by 12PM for academic break*
14 Commencement
15 Graduating seniors must move-out by 12PM
16 Residence Halls close for summer*

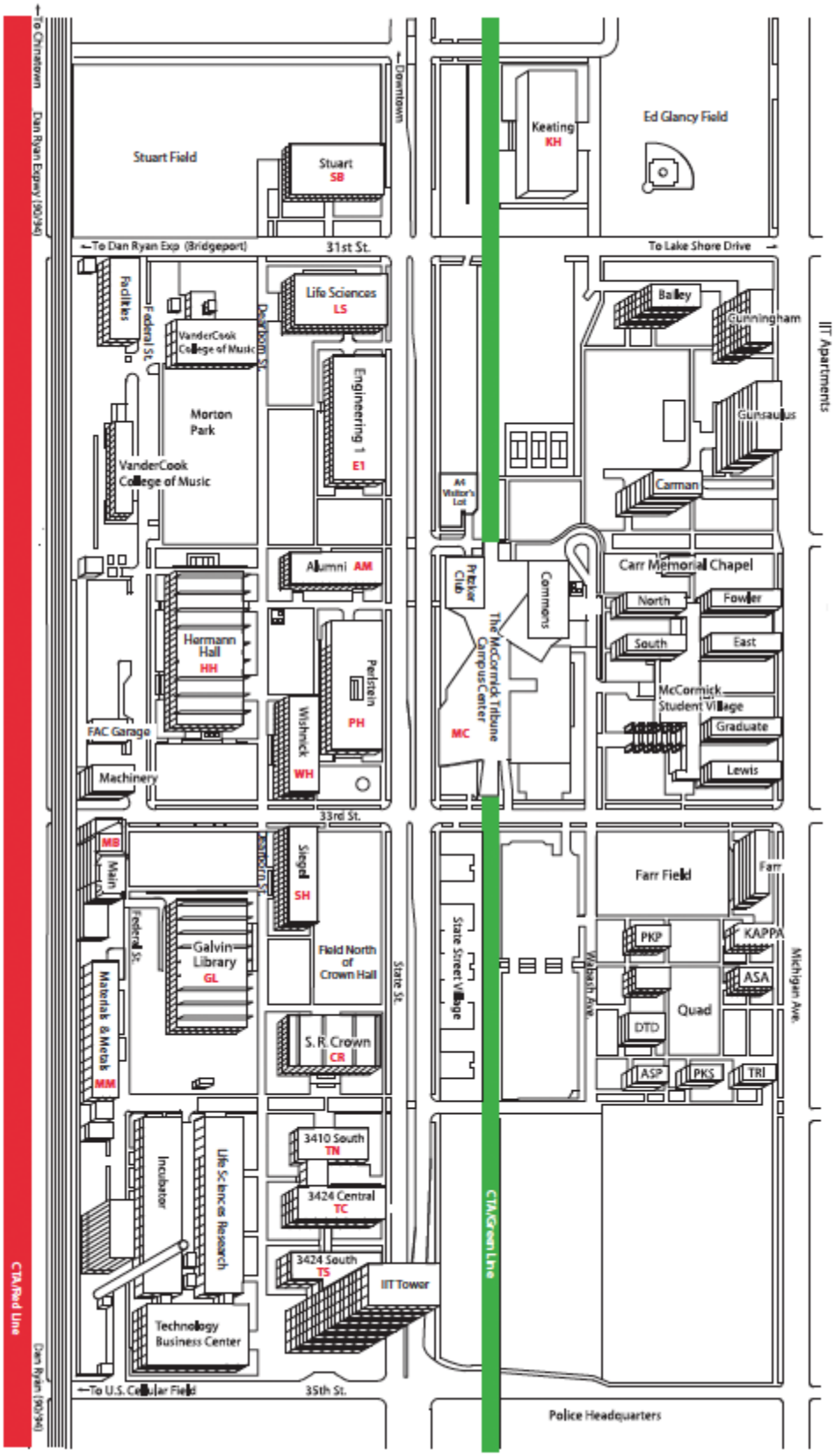
**Approved summer residents must move to their summer assignments by the deadline indicated by the Associate Director for Occupancy and Technology.*

Notice: This calendar is not all-inclusive. Calendar is subject to change. Please refer to Residence and Greek Life announcements and IIT Today for important updates.

Academic Calendar: ***iit.edu/registrar/important_dates/academic_calendar.shtml***

University Calendar: ***web.iit.edu/university-calendar***

CAMPUS MAP


To Chinatown
Dan Ryan Expwy (90/94)
Stuart Field
Stuart
SB
Downtown
Keating
KH
Ed Glancy Field
To Dan Ryan Exp (Bridgeport)
31st St.
To Lake Shore Drive
Facilities
Federal St.
Dearborn St.
Life Sciences
LS
VanderCook College of Music
Engineering 1
E1
Morton Park
VanderCook College of Music
Bailey
Gunningham
Gunsaulus
IIT Apartments
Carman
A4 Visitor's Lot
Alumni
AM
Carr Memorial Chapel
Prairie Club
Commons
The McCormick Tribune Campus Center
MC
North
Fowler
South
East
McCormick Student Village
Graduate
Lewis
Hermann Hall
HH
Perlstein
PH
Wishnick
WH
FAC Garage
Machinery
33rd St.
MB
Main
Kenzie St.
Siegel
SH
Federal St.
Galvin Library
GL
Field North of Crown Hall
State St.
State Street Village
Farr Field
Farr
PKP
KAPPA
ASA
Wabash Ave.
Michigan Ave.
Quad
DTD
ASP
PKS
TRI
Materials & Metals
MM
S. R. Crown
CR
3410 South
TN
3424 Central
TC
3424 South
TS
IIT Tower
CTA Green Line
Incubator
Life Sciences Research
Technology Business Center
To U.S. Cellular Field
35th St.
Police Headquarters
CTA Red Line
Dan Ryan (90/94)

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The policies outlined in the Residence and Greek Life Handbook reference, relate to, and coincide with the policies outlined in the IIT Student Handbook, IIT Student Code of Conduct, IIT Code of Academic Honesty, and the Room and Board Contract. Information about Greek Life is published on HawkLink and in the Greek Presidents' Binder. As such, any individual residing on campus is subject to any and all policies contained in these and any other official IIT publication.

Residence and Greek Life
Illinois Tech
3241 S. Wabash Ave. | P: (312) 567-5075 | housing@iit.edu
Chicago, IL 60616 | F: (312) 567-5926 | housing.iit.edu